



Ektron

eBusiness the way it should be



eWebEditPro User Guide

Version 2.6, Revision 1

Ektron Inc.
5 Northern Blvd., Suite 6
Amherst, NH 03031
Tel: +1 603-594-0249
Fax: +1 603-594-0258
Email: sales@ektron.com
<http://www.ektron.com>

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Esker Active X Plug-in

Active X controls under Netscape

Use License

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Introduction to eWebEditPro

eWebEditPro is a browser-based, web content editor designed for dynamic Web sites. It lets you create and publish your own web content in any language supported by the operating system and your web site.

More specifically, eWebEditPro lets you perform web page editing functions, such as

- copy content from any Windows-based application
- cut, copy, and paste
- search for text
- check spelling
- change font style, size, attributes (bold, italics, underline), and color
- begin lines with bullets or numbers
- adjust indentation
- right, center, or left justify text and images
- apply specialized formatting such as superscripts, subscripts and strikethrough
- add a bookmark, hyperlink, image, or table
- view your text as WYSIWYG or HTML code
- insert or clean HTML code

You gain access to these functions either from the toolbar at the top of the editor window or from a menu that appears when you right click the mouse inside the editor.

Using eWebEditPro

eWebEditPro is like many other word processing applications. You type text and then use toolbar buttons (illustrated below)

and menu options to change the text's appearance or perform functions on it, such as spell checking.



Organization of this Documentation

The next section, [“Creating a Simple Web Page” on page 3](#), walks you through the steps required to create a simple web page.

The following section, [“Toolbar Buttons” on page 7](#), explains

- each toolbar button
- functions that appear when you right click the mouse

Many of these functions are simple and require only a brief explanation.

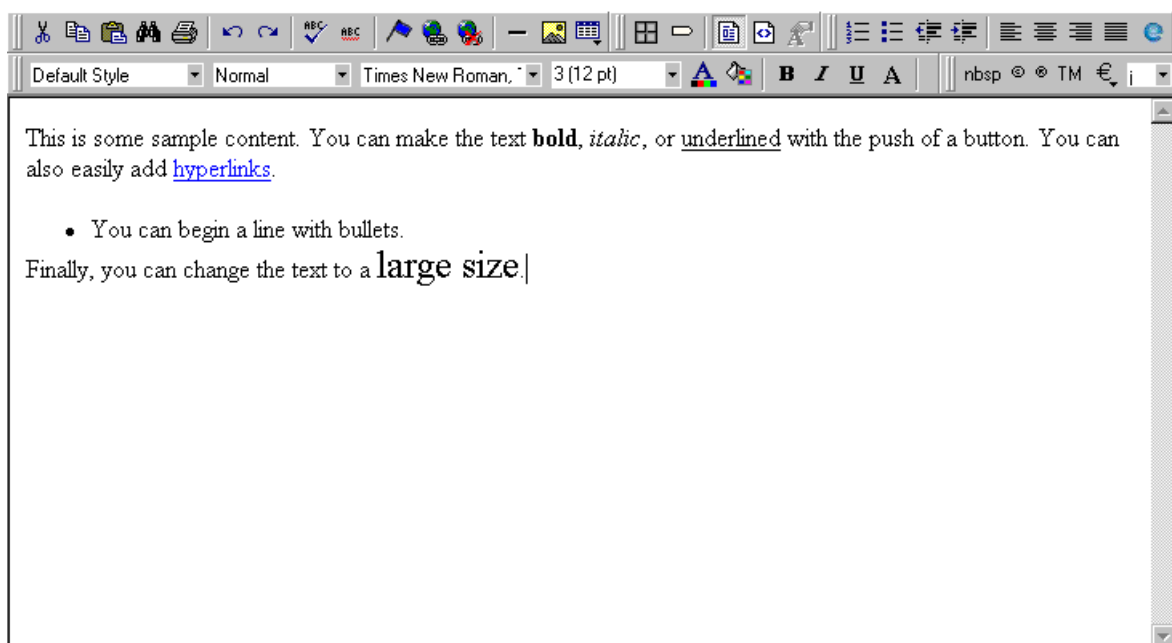
The last section, [“Using eWebEditPro’s Advanced Features” on page 27](#), explains how to use the more advanced features.

Creating a Simple Web Page

This section walks you through the process of creating a simple web page, using only a few of the many features available. Later sections explain all of the features and how to use them.

Your Finished Web Page

When you finish this exercise, your simple web page will look like this.



Notice that this page has the following elements.

- The second sentence includes bold, italic and underlined text.
- The third sentence includes a *hyperlink*, text that will jump to another web page when the user clicks on it.
- The fourth sentence begins with a bullet.

- The last sentence has some very large (18 point) text.


Creating the Sample Web Page

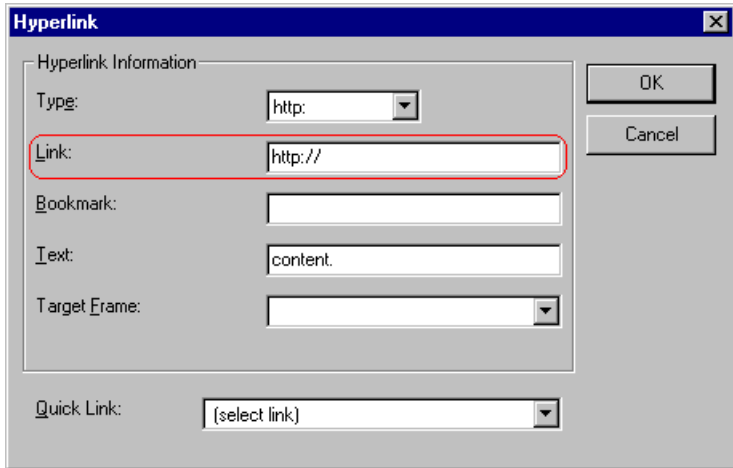
To create this page, follow these steps.

Enter the First Two Sentences

1. Open eWebEditPro. (Your Webmaster installs eWebEditPro on your computer and determines which fonts and sizes are available. Your system may not match the example below.)
2. Type the first two sentences.
This is some sample content. You can make text bold, italic and underlined with the push of a button.
3. Double click the word “bold” to select it. Then, click the Bold button (**B**) to apply bold to the word.
4. Double click the word “italic.” Then, click the Italic button (*I*) to apply italic to the word.
5. Double click the word “underlined.” Then, click the underline button (U) to underline the word.

Creating a Hyperlink

1. Type **You can also easily add hyperlinks.**
2. Double click the word **hyperlinks** so that it becomes selected.
3. Click the Hyperlink button ().
4. The hyperlink dialog box appears.




5. In the **Link** field, after **http://**, enter **www.ektron.com**.
6. Click **OK**.

Notice that the word **hyperlink** now appears in a different color. When you save this web page and a user views it, if the user clicks **hyperlink**, a new web page will display Ektron's home page.

NOTE If your computer has an internet connection, you can double click the hyperlink to test it.

Applying a Bullet to a Line of Text

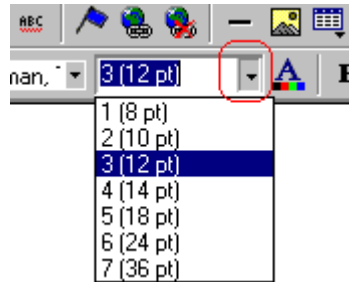
1. Press <Enter> to move the cursor down to the next line.
2. Type **You can begin a line with bullets.**
3. Click the bullet button (.
4. Notice that the line is indented and now begins with a bullet.
 - You can begin a line with bullets.

Changing the Size of Text

1. Press <Enter> to move the cursor down to the next line.
2. Type **Finally, you can change the font to a large size.**
3. Select the words **large size**.

4. Click the down arrow to the right of the font size list. When you do, the list of available fonts appears.

eWebEditPro

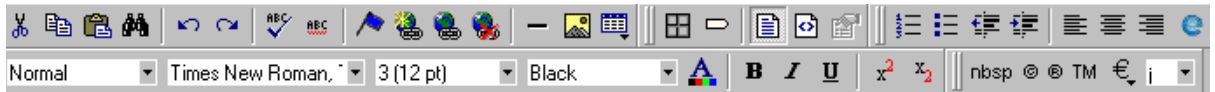


5. Click **5 (18 pt)**.
6. Notice that **large size** is now much larger than the other text.
Congratulations! You have just created your first web page with eWebEditPro. You have learned how to apply bold, italic, and underlining, create a hyperlink, add a bullet to a line, and change the size of the text.

This sample used only a few of the many features available. The following sections explain the rest of the details about using the product.

Toolbar Buttons

This section explains how to use the buttons and drop-down lists on the toolbar. (The toolbar is the row of buttons across the top of the editor window, illustrated below.)



The buttons let you perform functions such as cutting and pasting text, inserting images, and creating tables.


All buttons may not appear. Your Webmaster determines which buttons appear on your toolbar. Also, you can customize your toolbar so that it contains only the buttons you use (See [“Customizing Your Toolbar” on page 16](#)).

This section explains

- [Selecting Text](#)
- [Applying Formatting Attributes to Text](#)
- [Table of Toolbar Buttons and Drop-Down Lists](#)

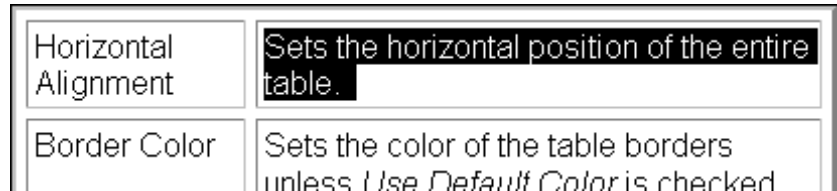
Selecting Text

You select text before performing an action on it, such as copying it.

- To select *all* information on a page, press Ctrl+A.
- To select *a portion* of the information on a page, you have two choices.
 - Hold down the left mouse button and drag the cursor across the data you want to select.
 - Hold down the Shift key and the right arrow key () until the desired data is selected.

- To select a *single word*, place the cursor on the word and double click the mouse.

Selected text has different background and foreground colors, as illustrated below.



Applying Formatting Attributes to Text











Several buttons apply formatting attributes to text, such as bold and italics. There are two ways to apply these attributes.











- Enter the text. Then, select the text and press the toolbar button. The button is now in a “pressed in” condition, and the text has the formatting attribute.
- Press the toolbar button. Then, begin typing the text. As you type, the formatting is applied.







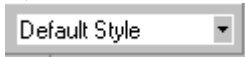
To stop applying the formatting, press the button again. This action changes the button to a “pressed out” condition and terminates the formatting.

Table of Toolbar Buttons and Drop-Down Lists









The following table explains each toolbar button and drop-down list.

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Cut	Ctrl+X	Remove selected text and graphics. Place that data into temporary memory, also known as the “clipboard.” (If you later cut or copy more information onto the clipboard, the new information overwrites the original information.)	
 Copy	Ctrl+C	Copy selected text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	“Copying from Other Applications” on page 28
 Paste	Ctrl+V	Insert the most recently cut or copied text and graphics at the current cursor location.	
 Find	Ctrl+F	Search for text on the page.	“Finding Text” on page 29
 Print	Ctrl+P	Print the editor content.	
 Undo	Ctrl+Z	Reverse the most recent action, as if it never occurred. You can undo as many actions as you wish.	
 Redo	Ctrl+Y	Reverse the undo action.	
 Spell Check (manual)		Begin spell checker.	“Checking Spelling Upon Demand” on page 33
 Spell Check (automatic)		Turn on or off spell check as-you-type feature.	“Checking Spelling as You Type” on page 33
 Bookmark		Create a bookmark.	“Using Bookmarks” on page 103

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 New Hyperlink		Create a hyperlink.	“Using Hyperlinks” on page 107
 Edit Hyperlink		Change information about a hyperlink.	“Using Hyperlinks” on page 107
 Remove Hyperlink		Remove a hyperlink.	“Removing a Hyperlink” on page 112
 Horizontal Line		Insert a horizontal line.	
 Picture		Insert a picture.	“Inserting Pictures” on page 36
 Table		Insert or edit a table.	“Introduction to Tables” on page 50
 Table Borders		Display table borders while in edit mode if the table’s border size is set to zero (0).	“Assigning Border Size” on page 76
 Show Invisible Elements		Display some characters that do not appear when the user views the page, such as end of line characters. Pressing this button does not display characters that indicate a bookmark.	
 View as WYSIWYG		Display the page content as WYSIWYG (What You See Is What You Get). WYSIWYG is the ability to see in the editor what will appear when user views the web page.	
 View as HTML		Display the page content as HTML.	“Viewing and Editing HTML” on page 113

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 View Preferences		Display a dialog box that lets you set default values for font, color and size when viewing as HTML. These settings are ignored when you view as WYSIWYG or when the user views your web page. This button is active only when the View as HTML button is pressed.	“Viewing and Editing HTML” on page 113
 Number		Begin the line on which the cursor rests with a number. If the line above this line is <ul style="list-style-type: none"> not numbered, assign this line 1 numbered, assign a number one more than the line above 	
 Bullet		Begin the line on which the cursor rests (or all selected lines) with a bullet (•).	
 Indent		Increase or decrease the current line's distance from the left margin.	
 Left, Center, and Right Justify		Align paragraph so that it is arranged <ul style="list-style-type: none"> evenly on the left side (uneven on the right) <ul style="list-style-type: none"> in the center of each line evenly on the right side (uneven on the left) evenly on right and left side 	
 About eWebEditPro		Display a dialog box that shows your version of eWebEditPro and your license keys.	
Style 		Display a list of styles. Users can select from the list to apply a style to selected text. Note that the list can change depending on the formatting of the selected line. Your Webmaster determines which styles are available.	

Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
Heading Size 		Change the heading size. Your Webmaster determines which heading sizes are available.	
 Font Style		Change the font style. Your Webmaster determines which fonts are available. <hr/> Note: If more than one font appears in a selection, the browser on the reader's PC tries to display text using the first font. If the browser cannot find that font, it tries to use the second, etc. <hr/>	
 Font Size		Change the font size. Your Webmaster determines which font sizes are available.	
 Font Color		Change the font color. Your Webmaster determines which colors are available. <hr/> Note: Your Web Master may disable one or both of the font color toolbar options. <hr/>	
 Font Color		Change the font color.	
 Background Color		Change the background color of the text. <hr/> Note: To remove background color from selected text, click the Normal button (). <hr/>	
 Bold	Ctrl+B	Make the text bold .	
 Italic	Ctrl+I	Make the text <i>italic</i> .	
 Underline	Ctrl+U	Make the text <u>underlined</u> .	









Button	Equivalent Keystroke (Internet Explorer only)	Function	For more information, see
 Normal		Remove all formatting from selected text.	
 Strikethrough		Apply strikethrough to the text.	
 Superscript		Make the text ^{superscript} .	
 Subscript		Make the text _{subscript} .	
nbsp		Insert a blank space character. Although you can add spaces in the editor using the <space> bar on the keyboard, those spaces are ignored by a browser when it displays a page.	
 Copyright		Insert copyright symbol.	
 Registered Trademark		Insert registered trademark symbol.	
TM		Insert trademark symbol.	
 and  Special Characters		Insert special characters (such as £ μ Ñ) from a drop down list. To view the list, click the black down arrow.	

Position Objects Options


These buttons let you absolutely position elements (pictures, tables, etc.) anywhere on a page.

WARNING!

Some older browsers (for example, Netscape 4) do not display absolutely positioned elements. Absolute position uses the style attribute. If you use this feature, the content is not compatible with all browsers.

Button	Function
 Position	Lets you move selected table or image anywhere on the screen.
 Lock	“Locks” selected table or image at its current screen position. Nothing can move a locked object. To move the object, unlock it by clicking this button again.
 Move to Front	If two or more images overlay each other, moves the selected image in front of the others.
 Move to Back	If two or more images overlay each other, moves the selected image behind the others.
 Move Forward	If two or more images overlay each other, moves the selected image one level closer to the front.
 Move Backward	If two or more images overlay each other, moves the selected image one level closer to the back.
 Above Text	If text overlays an image, move the image in front of the text.
 Below Text	If an image overlays text, move the text in front of the image.





Text Direction Options

The text direction menu options () allow bi-directional editing of text, which is useful for Arabic, Farsi and Hebrew. The client computer must also support the language.

The text buttons determine the editing direction, while the edit buttons determine the side of the editor that displays the scroll bar.

For right-to left languages, such as Arabic, Farsi and Hebrew, the text editing would be “right to left”, and the scroll bar would be on the left side.

For western European languages, the text editing would be “left to right”, and the scroll bar would be on the right side.

Button	Function
 Left-Right Text	Text is entered left to right.
 Right-Left Text	Text is entered right to left.
 Left-Right Edit	The vertical scroll bar appears on the right side of the window.
 Right-Left Edit	The vertical scroll bar appears on the left side of the window.

Customizing Your Toolbar

The eWebEditPro toolbar consists of one or more *menus*. Each menu has one or more buttons.

You can recognize the beginning of a menu by the double vertical bars (circled in the illustration).



This sample toolbar has five menus.

Your Webmaster determines

- which menus are available to you
- which buttons appear on each menu, and the sequence in which they appear initially
- whether or not you are authorized to customize your toolbar. If you are not authorized, your edits are not saved when you leave the eWebEditPro screen.

If you are authorized to customize your toolbar, there are six ways to do so. You can

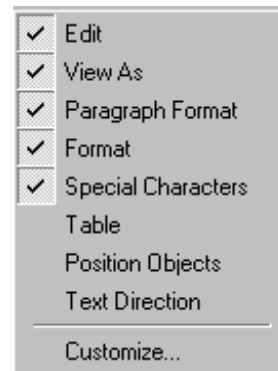
- remove or add available menus
- remove or add toolbar buttons
- rearrange menus on a toolbar
- create a new menu
- move a menu off the toolbar
- rearrange the buttons on a menu

Each procedure is explained below.

Removing Or Adding Menus

To remove or add a menu, follow these steps.

1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. It displays all menus available to you and the **Customize** option.



NOTE If **Customize** does not appear on the menu, you are not authorized to customize the toolbar.

Menus that are checked appear on your toolbar.

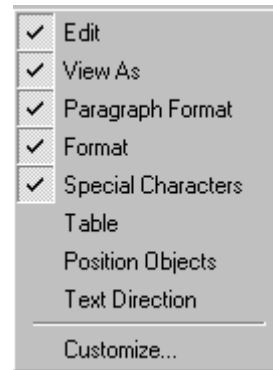
In the above example, the **Special Characters**, **View As**, **Format**, and **Paragraph Format** menus appear. The **Table**, **Position Objects** and **Text Directions** menus, which are not checked, are available but do not currently appear on the toolbar.

4. To *add* a menu to your toolbar that appears on the list but is not currently checked, place the cursor on the menu name and click the mouse. A check mark appears, and the menu appears on the toolbar.

To *remove* a menu from your toolbar, place the cursor on the menu name and click the mouse. The check mark disappears, and the menu no longer appears on the toolbar.

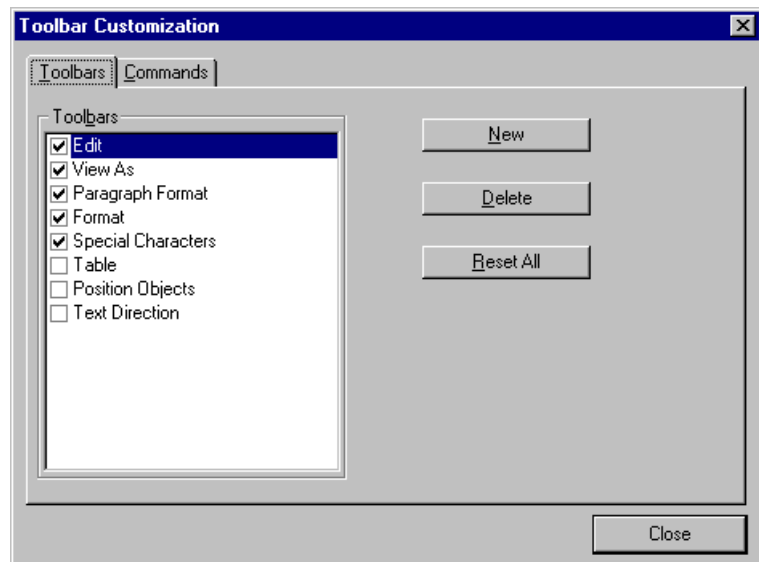
Removing or Adding Menu Items

1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. Click **Customize**.



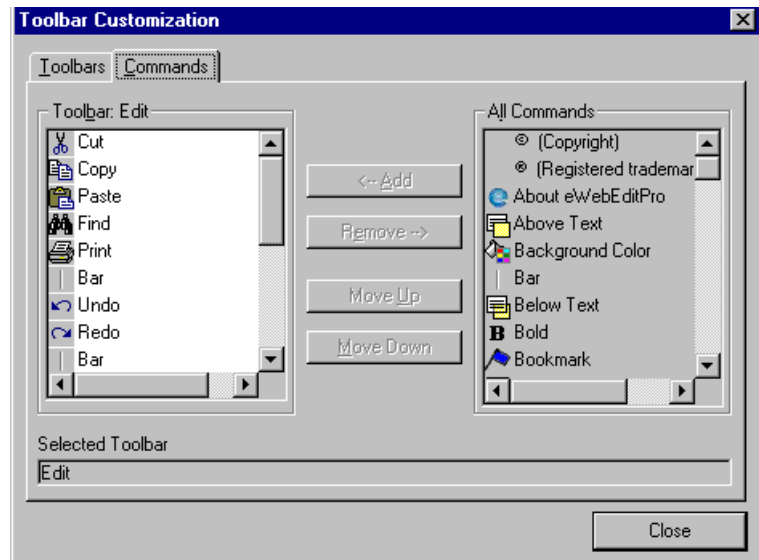
NOTE If **Customize** does not appear on the menu, you are not authorized to customize the toolbar.

4. The Toolbar Customization dialog box appears.



5. Click the menu that you want to edit.

- Click the **Commands** tab. A new screen appears.



Using the Customize Toolbar Dialog Box

The left half of the **Commands** screen lists the buttons in the sequence in which they appear on the menu.

The right half of the screen lists available buttons that do not currently appear on the menu.

To *add* a button to the toolbar, drag it from the right side of the screen to the location on the left side where you want it to appear. (You can also click a button then click **<--Add**. This action places the button at the bottom of the list.)

To *remove* a button from the toolbar, drag it from the left side of the screen to the right. (You can also click a button then click **Remove-->**.)

The **Move Up** and **Move Down** buttons let you to move any button up or down one slot within the list of buttons.

Rearranging the Items on a Menu

- Click the button you want to move

2. Click **Move Up** and **Move Down** to move the button up or down one slot for each click.

Restoring Toolbars

If you remove all toolbars from your menu, and then want to restore the menus but do not have the **Customize** menu option, follow these steps.

1. Place the cursor in the editor.
2. Right click the mouse.
3. A menu appears with a **Redisplay toolbars** option.
4. Click this option to restore all menus.

Rearranging the Menus on a Toolbar

To move a menu to a different toolbar location, follow these steps.

1. Place the cursor on the double vertical bars that indicate the

beginning of the menu. 

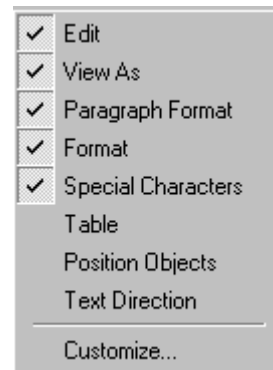
2. Click the mouse.
3. Hold down the mouse button and drag the menu to the new location. You can move the menu anywhere else on the toolbar.

Note that your Webmaster can define a menu so that it cannot reside on the same row with another menu. If you move such a menu, it will not remain on a row with another menu. Instead, it will move down to the next row.

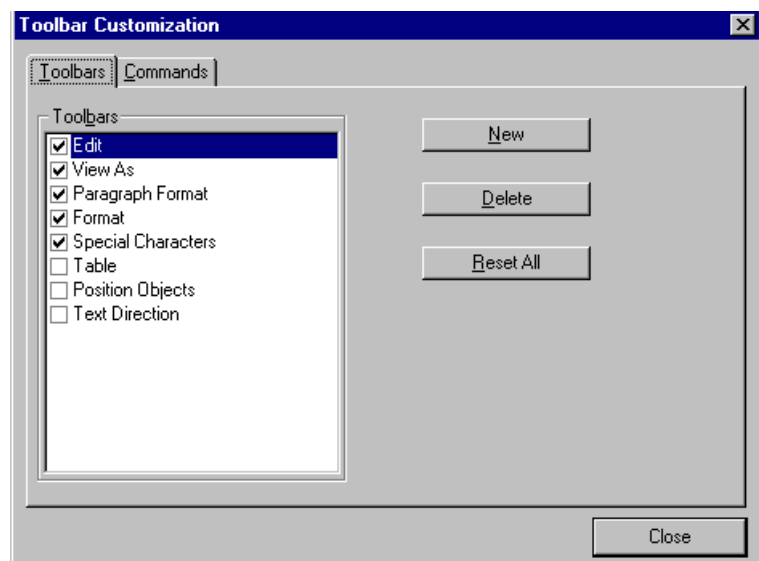
4. After you place the menu where you want it, release the mouse button.

Creating a New Menu

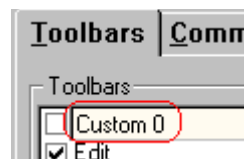
1. Place the cursor on the toolbar.
2. Right click the mouse.
3. A dropdown list appears. Click **Customize**.



4. The Toolbar Customization dialog box appears.



5. Click **New**.
6. A new menu appears on the left side of the window, above the existing menus. The default name of the new menu is **Custom 0**.



7. To rename the menu, place the cursor in the field that displays the new menu and enter the new name.

NOTE If you click outside the toolbar name field, you cannot later change the menu's name.

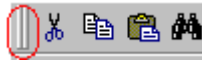
8. To have the menu appear on your toolbar, click in the small box to the left of the menu name.
9. Click the **Commands** tab.
10. Add buttons to the menu, following the procedure described in [“Using the Customize Toolbar Dialog Box” on page 19](#).

Moving a Menu Off the Toolbar

You can move a menu from the toolbar to anywhere else on the screen, even if eWebEditPro does not occupy the entire screen.

You can also change the orientation of a menu that is not on the toolbar from a horizontal to vertical.

To move a menu, follow these steps.

1. Place the cursor on the double vertical bars that indicate the beginning of the menu. 
2. Click the mouse.
3. Hold down the mouse button and drag the menu to the new location. You can move the menu anywhere on the screen.
4. After you place the menu where you want it, release the mouse button.

Changing the Menu's Orientation

To change the menu's orientation, follow these steps.


1. Drag the menu from the toolbar.
2. Move the cursor to the bottom of the menu until it becomes a double-headed arrow (illustrated below).



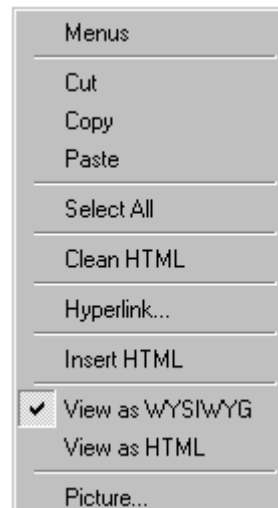
3. Drag the cursor to the lower left. As you do, the menu's orientation changes from horizontal to vertical (illustrated below).



The Context Sensitive Menu

This section explains the functions available on the menu that appears when you right click the mouse within the eWebEditPro editor. You can also access this menu by pressing <Shift>+<F10> or the application key ()

Because this menu can change depending on what you are doing, it is called a *context-sensitive* menu.



NOTE A different context-sensitive menu is available when your cursor is within a table. That menu is described in [“The Table Context Sensitive Menu”](#) on page 60.

The following table lists the menu options and where to get more information on each.

Menu Option	Lets you	For more information, see
Menus	View all toolbar menus.	“Using eWebEditPro without a Mouse” on page 117
Cut	Remove selected text and graphics. Place that data into temporary memory. If you later cut or copy more information into memory, the information in memory is lost.	
Copy	Copy selected text and graphics into temporary memory. Leave selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	“Copying from Other Applications” on page 28
Paste	Insert the most recently cut or copied text and graphics at the current cursor location.	
Select All	Select all information on your page. After you select it, you can cut it, copy it, etc.	
Clean HTML	Remove unnecessary HTML tags	“Cleaning HTML” on page 115
Hyperlink	Create a link to another web page or a spot within the current page	“Using Hyperlinks” on page 107
Edit HTML	Edit your page’s HTML	“Editing a Section of a Page” on page 114
Insert HTML	Insert HTML onto the page at the cursor location.	“Inserting HTML” on page 114
Check Spelling	Compare words in the editor to Microsoft WORD spelling list.	“Checking Spelling” on page 32
View as WYSIWYG/HTML	View and edit your page’s HTML	“Viewing and Editing HTML” on page 113

Menu Option	Lets you	For more information, see
Picture	Insert a picture	“Inserting Pictures” on page 36

Using eWebEditPro's Advanced Features

Most of eWebEditPro's features are easy to learn. For example, to make your text bold, you **select** the text, and click the bold button (**B**).

However, some of eWebEditPro's features are more complex. For example, when creating a table, you must make several decisions: the number of rows and columns, the size of the border, the spacing between cells, etc.

This section explains how to use the features of eWebEditPro that require a more detailed explanation.

Copying from Other Applications

You can copy information from most other Windows applications into eWebEditPro and retain the formatting from the original application. In general, copying from another application involves these steps.

1. Sign on to the application in which the information resides.
2. **Select** the information to be copied.
3. Press <Ctrl>+<C>.
4. Go to eWebEditPro.
5. Press <Ctrl>+<V> to paste the selected information.

Here are some points to remember when copying from another application.

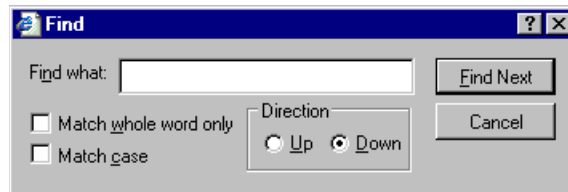
- If you want to copy images, you must first upload them to the server, using the image upload feature. (The Image Upload feature is described in the eWebEditPro Installation/Integration manual for the platform you are using.)
- You can only copy content, not background information that generates content.

So, for example, you can copy the values in a spreadsheet but not the formulas used to generate those values. Also, copying dynamic fields from Microsoft WORD would retrieve the current value of the fields but not the variables that generate those values.

It's a good idea to experiment with copying from different sources to test the results.

Finding Text

To find text on your web page, click the Find button (🔍) (or <Ctrl>+<F>). When you do, the find dialog box appears.



Type the text that you want to find on the page and click **Find Next**. The search stops at the next occurrence of that text.

The dialog box also lets you specify

- a search direction
- if the search considers the case (upper or lower) of the search term
- whole word match

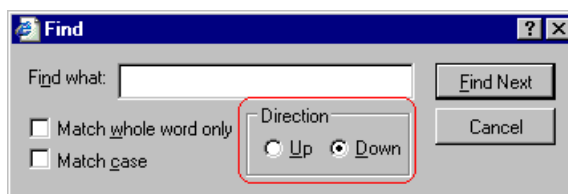
NOTE

If you click the mouse on the web page outside of the editor and press <Ctrl>+<F>, the find looks for matching words on the web page.

Specifying a Search Direction

The search begins where the cursor is when you click **Find Next**. To make sure you locate every occurrence of a term, place the cursor at the beginning of the page before you begin the search.

If you begin the search from somewhere other than the top of the page, use the **Direction** field to search from the current location to the top or bottom of the file.

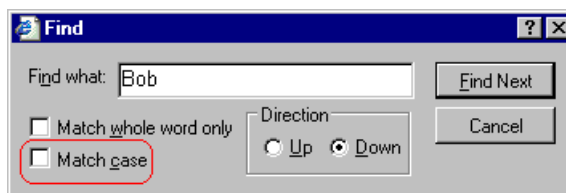


To search from the cursor location to the	Click this option in the Direction field
end of the page	Down
top of the page	Up

Considering the Case of a Search Term

By default, the search ignores the case (upper or lower) of a search term. In other words, if you enter **Bob** in the **Find What** field, the search finds bob, Bob, BOB, etc.

If you want the search to be case sensitive, use the **Match case** check box on the Find window. If you enter **Bob** in the **Find What** field and place a check in the **Match case** box, the search only stops at Bob, not bob or BOB.

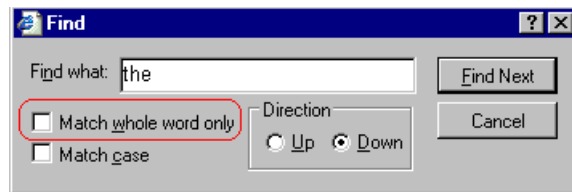


Whole Word Match

By default, the search finds any occurrence of the text that you type into the **Find what** field. For example, if you enter **the**, the

search finds the word **the**, as well as those letters embedded in other words, such as **others** and **theater**.

If you want the search to find only whole word occurrences of the text you type into the **Find what** field, click the **Match whole words only** box in the Find dialog box.



Checking Spelling

The eWebEditPro editor can check your spelling as you type or whenever you want to check it. To use either spell checking feature, your computer must have Microsoft Word 97 or a later version installed.

The spell checking feature refers to the standard and custom dictionaries in the version of Microsoft Word installed on your computer.

The rest of this section explains


- [Disabling Script Blocking](#)
- [Check Spelling as You Type](#)
- [Checking Spelling Upon Demand](#)
- [Spell Checking Selected Text](#)


Disabling Script Blocking

If Norton Antivirus™ 2001 is installed on your computer, you need to disable script blocking in order to use the spell checker. To do this, follow these steps.

1. Launch Norton Antivirus™ 2001.
2. From the first window, click **Options**.
3. On the next window, click **Script Blocking**.
4. On the script blocking window, uncheck **Enable Script Blocking**.
5. Press **OK**.

Checking Spelling as You Type

You can have the editor check spelling as you type. To turn on the spell-check-as-you-type feature, click the automatic spell check button()

When you click the button, the spell checker reviews every word in the file. A wavy red line () appears under any word whose spelling is not found in the system's dictionary.

The spell checker continues to review each word as you type it, underlining any words not in the dictionary.


NOTE Depending on the speed of your computer, there may be a short delay between the time you type an incorrect word and when the wavy red line appears. Also, the spell check does not check a word until you enter a space character to indicate the end of a word.

Fixing Spelling Errors

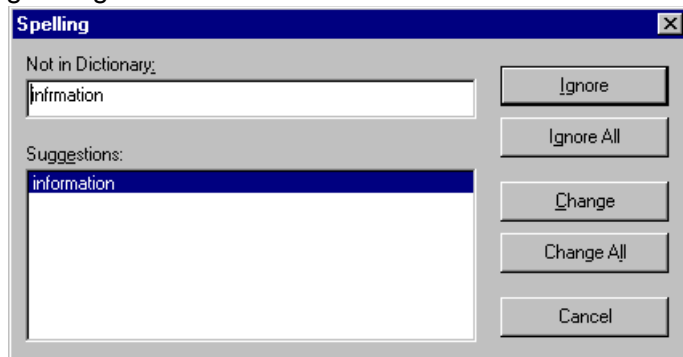
There are two ways to fix a spelling error (indicated by a wavy red line).

- Click the misspelled word and then right click. A menu displays words that are similar to the misspelled word. Click the correct word.
- If you know the correct spelling, type the correction.

Checking Spelling Upon Demand

If you do not want to use the spell-check-as-you-type feature, you can begin spell checking whenever you wish. To do this, click the spell check button ()

When you do, the system checks each word in the file. If the spell check finds a word not in any of the dictionaries, it displays the Spelling dialog box.



The Spelling Dialog Box

The Spelling dialog box displays


- the word not in the dictionary (in the **Not in Dictionary** field).
- suggested spellings for the word (in the **Suggestions** field).
The most likely replacement is selected at the top of the list.
- buttons that let you ignore the word, change the word, or exit.

If you want to	Do this
Replace the word with one of the suggestions and continue spell checking the page.	<ol style="list-style-type: none"> 1. Click the suggested word. 2. Click Change.
Replace <i>every occurrence</i> of the word with one of the suggestions and continue spell checking the page.	<ol style="list-style-type: none"> 1. Click the suggested word. 2. Click Change All.
Correct the spelling of the word by typing it and continue spell checking the page.	<ol style="list-style-type: none"> 1. Click in the Not In Dictionary field. 2. Correct the spelling. 3. Click Change.
Leave the word as is; continue spell checking the page. You would normally do this if a word (such as a company name) is spelled correctly even though it is not in the dictionary.	Click Ignore .


If you want to	Do this
Leave the word as is; continue spell checking the page, ignoring all other occurrences of the word.	Click Ignore All .
Stop spell checking.	Click Cancel .

Spell Checking Selected Text

To check the spelling for a single word or a group of words, follow these steps.

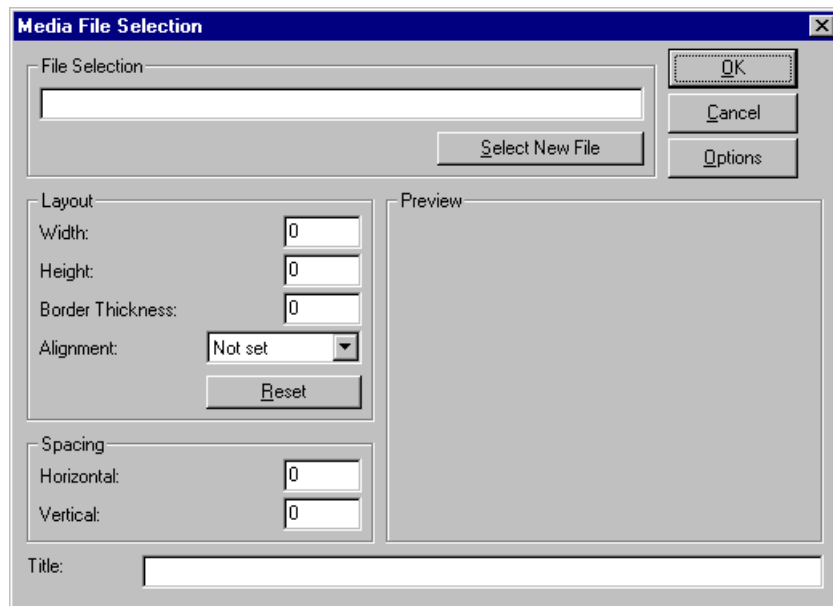
1. **Select** the text that you want to spell check.
2. Press the manual spell check button ()^{REC}.
3. The spell checker reviews the words in the selected text and stops at any word not in the dictionary. For documentation of options when a misspelled word is found, see [“The Spelling Dialog Box” on page 34](#).
4. When the spell checker finishes reviewing the words in the selected text, it displays the following message
Finished checking selection. Do you want to check the rest of the document?
Click **Yes** to spell check the rest of the document (including text above the selected text).
Click **No** to stop the spell checker.

Inserting Pictures

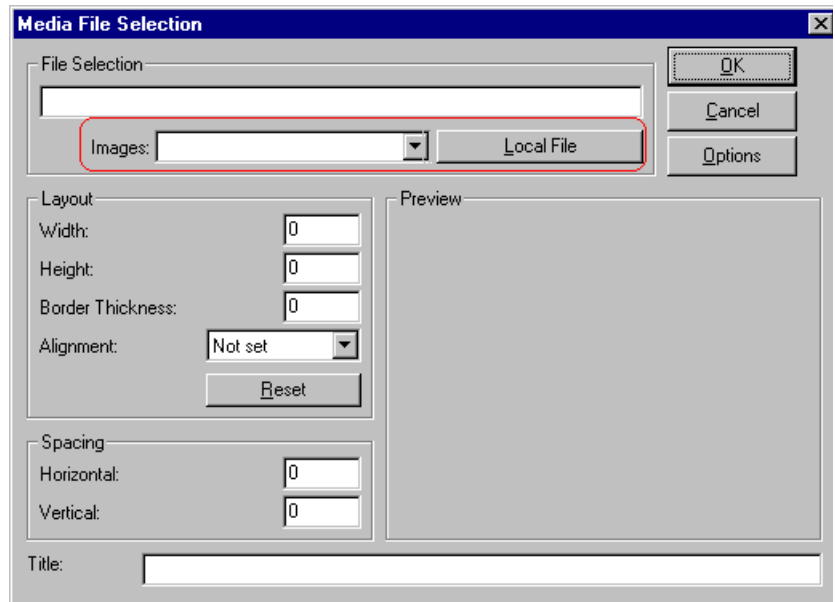
To insert a picture into the editor, place the cursor where you want the image to appear and click the Insert Picture button (). When you click the button, one of the two Picture Properties dialog boxes illustrated below appears, depending on how your Webmaster has set up your system.

The dialog boxes are very similar, with the only difference being

- the **Images** field (circled in red on the image of the second dialog box, below) does not appear on the first dialog box
- the **Select New File** button on the first dialog box is labeled **Local File** on the second dialog box.



The image shows a 'Media File Selection' dialog box. It has a title bar with a close button. The main area is divided into several sections. At the top, there's a 'File Selection' section with a text input field and a 'Select New File' button. To the right of this are three buttons: 'OK', 'Cancel', and 'Options'. Below the 'File Selection' section is a 'Layout' section with four input fields: 'Width' (0), 'Height' (0), 'Border Thickness' (0), and 'Alignment' (Not set). There is a 'Reset' button below these fields. To the right of the 'Layout' section is a large 'Preview' area. Below the 'Layout' section is a 'Spacing' section with two input fields: 'Horizontal' (0) and 'Vertical' (0). At the bottom of the dialog is a 'Title' section with a text input field.



You can also access this dialog box to modify a picture after you insert it. To do this, follow these steps.

1. Click the picture.
2. Right click the mouse.
3. Click **Picture** from the menu.

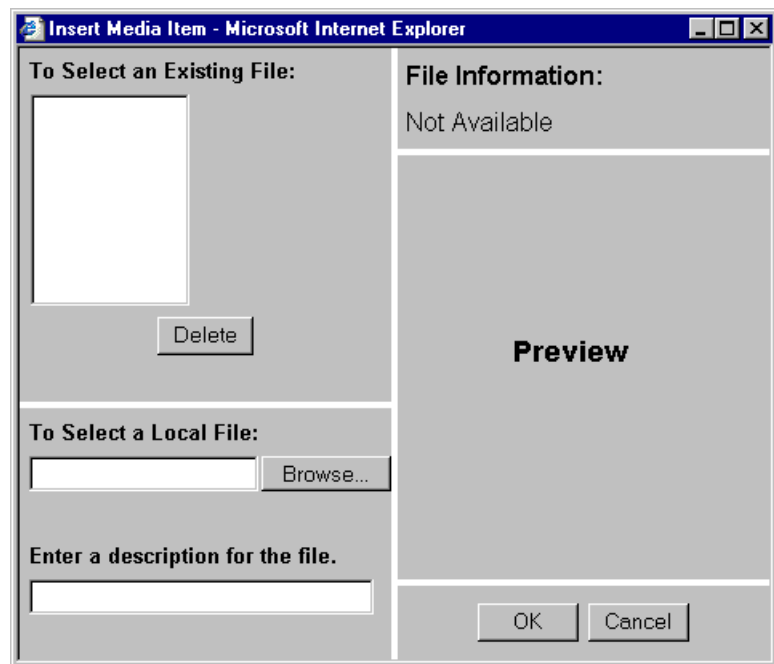
If you see the first dialog box, proceed to [“Using the First Picture Properties Dialog Box” on page 37](#). If you see the second dialog box, proceed to [“Using the Second Media Selection Dialog Box” on page 41](#).

Using the First Picture Properties Dialog Box

When the first Picture Properties dialog box appears, click the **Select New File** button. When you do, the Insert Media Item dialog box appears.

This box lets you insert a picture [from your computer](#) (and any network folder available to your computer), or [from the web server](#)

to which your computer is connected. Both choices are described below.



Inserting a Picture from the Server

The top left corner of the dialog box (Illustrated below) lists the pictures on the web server.



Pictures that you previously inserted appear on this list, as do pictures inserted by other users connected to that server.

To insert a picture from the server, follow these steps.

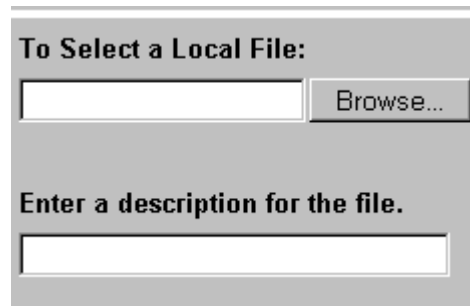
1. Click the picture from the **To Select an Existing File** field that you want to insert.
2. Information about the picture's file size, width and height appears in the upper right corner of the dialog box.
3. If you want to view a picture before inserting it, click **Preview** (on the right side of the dialog box).
4. Click **OK**.
5. The Picture Properties dialog box reappears. Here, you can change the properties of the picture. For more information, see
 - [“Adjusting a Picture” on page 42](#)
 - [“Setting a Border” on page 44](#)
 - [“Aligning the Picture” on page 44](#)
 - [“Adding Space around the Picture” on page 47](#)
6. Click **OK** to insert the picture into the editor.

Deleting a Picture from the Server

To delete a picture from the server, select the picture and click the **Delete** button.

Inserting a Picture from Your Computer

Use the lower left corner of the dialog box to insert pictures from your computer (and any network folder available to your computer) into the editor.



To Select a Local File:

Enter a description for the file.

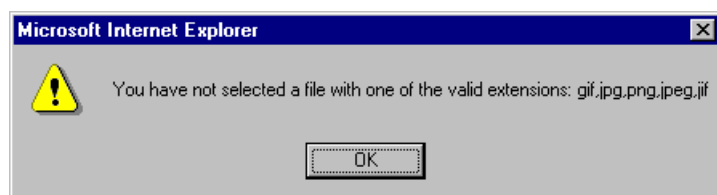
NOTE You can only select files in the **To Select a Local File:** field if your computer has permission to upload files to the server.

To insert a picture from your computer, follow these steps.

1. Click the **Browse** button.
2. Navigate to the file that you want to insert and press **Open** to insert it.

Your Webmaster can set a maximum size (in kilobytes) for images. If you select an image that exceeds the maximum, an error message appears and you cannot insert it.

Your Webmaster can also restrict the type of image file you can insert. For example, if your Webmaster does not authorize you to insert bitmap (.bmp) files and you try to do so, an error message lists valid file extensions, and you cannot insert the image.



3. Click in the **Enter a description for the file** field. Enter a title to describe the file.

4. After you insert the picture, the title appears in the dialog box's top left corner to identify the picture to you and all users connected to the same web server.

NOTE The title is also the `alt` text for the image. The `alt` text appears in place of the image on the web page if the image itself cannot display for any reason.

5. Information about the picture's file size, width and height appears in the upper right corner of the dialog box.
6. If you want to view a picture before inserting it, click **Preview** (on the right side of the dialog box).
7. Click **OK**.
8. The Picture Properties dialog box reappears. Here, you can change the picture's properties. For more information, see
 - [“Adjusting a Picture” on page 42](#)
 - [“Setting a Border” on page 44](#)
 - [“Aligning the Picture” on page 44](#)
 - [“Adding Space around the Picture” on page 47](#)
 - [“Editing the Picture's Title” on page 48](#)
9. Click **OK** to insert the picture into the editor.

Using the Second Media Selection Dialog Box

When using the second Media Selection dialog box, you can insert a picture from any folder available to your computer (whether the folder is on your computer or a remote computer) or from the web server. Your Webmaster determines which pictures are available on the web server.

To insert a picture from

- a folder available to your computer, click **Local File**, navigate to the file of interest, and click **OK**.
- the web server, click the down arrow to the right of the **Images**

field  and select an item from the list.

If you want to view the picture before inserting it, click **Click Here to Preview** (on the right side of the dialog box).

Next, you are prompted to enter a **User Name** and **Password**. Your Webmaster will assign these codes to you, which are needed to copy the file to the web server. (Every picture must be copied to the web server before you can insert it.)

NOTE The Login box includes an **Advanced** button. For documentation of the dialog box that appears when you click this button, see “Uploading Images” in the [eWebEditPro Developer’s Reference Guide](#).

The Picture Properties Dialog Box

You can also use the Picture Properties dialog box to

- adjust the picture’s **width**, **height**, **border thickness**, and **alignment**
- **reset** the image’s properties width, height, border thickness, and alignment to their original specifications
- set **spacing** between the picture and surrounding information on the page
- enter or edit the picture’s **title**
- view **technical information** about your connection

Adjusting a Picture

The layout area of the Picture Properties dialog box lets you adjust a picture’s width, height, border thickness, and alignment.



You can use the following fields to adjust the picture before inserting it into the editor.

To make this change	Use this field
The width of the picture, in pixels	Width
The height of the picture, in pixels	Height
Add a border around the picture	Border Thickness For more information, see “Setting a Border” on page 44
Adjust the alignment of the picture	Alignment For more information, see “Aligning the Picture” on page 44

WARNING!

If you substantially adjust the picture's height and/or width, the picture may be distorted when users view your web page.

Pixels

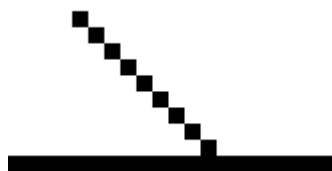
A pixel is a single point in a graphic image.

Computer monitors display pictures by dividing the screen into thousands of pixels, arranged in rows and columns. The pixels are so close together that they appear connected.

Below is an image shown at regular size and then enlarged so you can see the pixels that make up the picture.



regular size



enlarged to show pixels

Setting a Border

To add a border around a picture, enter the border's thickness in **pixels** in the **Border Thickness** field on the Picture Properties dialog box.

Here is a picture with a 1 **pixel** border.



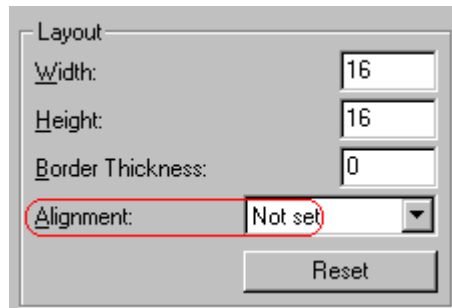
Here is the same picture with a 10 pixel border.



If the picture is not a hyperlink, its border is black. If the picture is also a hyperlink, the border is the same color as a hyperlink (for example, blue or purple if visited).

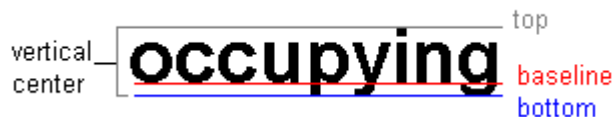
Aligning the Picture

To align a picture, use the **Alignment** field on the Picture Properties dialog box.










When deciding how to align a picture, you need to become familiar with these terms.

- *baseline* of text - the imaginary line on which the text lies. Some letters (such as g, p and y) have *descenders*, segments of letters that extend below the baseline
- *bottom* of text - the lowest section of a line to which a descender extends
- *top* of text - the highest spot of a line to which any segment of a letter extends
- *vertical center* - the midpoint between the top and bottom of the line



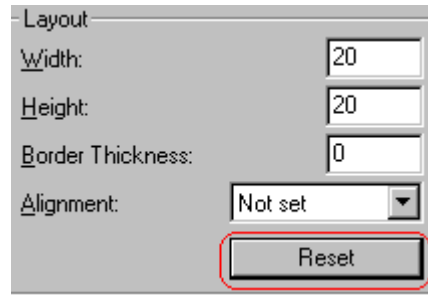
The following table lists your alignment choices.

To align	Click this in the Alignment field	Illustration
The picture on the left margin, allowing subsequent text to wrap around it	Left	

To align	Click this in the Alignment field	Illustration
The picture on the right margin, allowing subsequent text to wrap around it	Right	right 
The top of the picture with the top of the text	Text Top, Top	 texttop
The vertical center of the picture with the <i>baseline</i> of the text	Middle	 middle
The vertical center of the picture with the <i>vertical center</i> of the text	AbsMiddle	 absmiddle
The bottom of the picture with the <i>baseline</i> of the text (This is the default alignment)	Bottom, Baseline	 bottom
The bottom of the picture with the <i>bottom</i> of the text	AbsBottom	 absbottom

Resetting Width, Height, Border Thickness, and Alignment

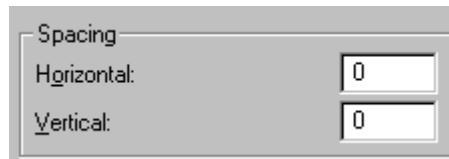
If you adjust the picture's width, height, border thickness, and/or alignment and later want to restore *all* of those settings to their original values, click the **Reset** button.



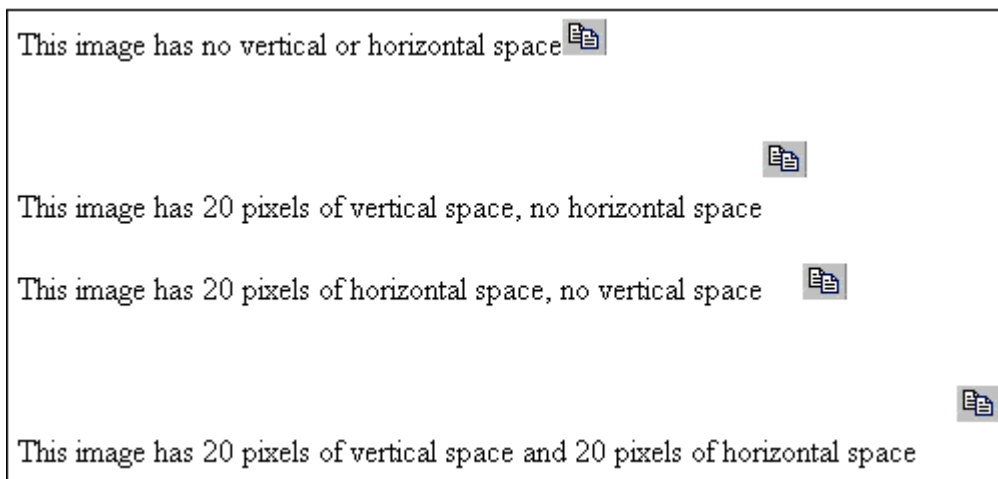
Note that you cannot selectively restore some settings -- the **Reset** button automatically restores all of them.

Adding Space around the Picture

On the Picture Properties dialog box, you can use the **Spacing** fields (**Horizontal** and **Vertical**) to add space around the picture. You enter a number of **pixels** to determine spacing value.



The following graphic illustrates the effect of adding spacing to a picture.



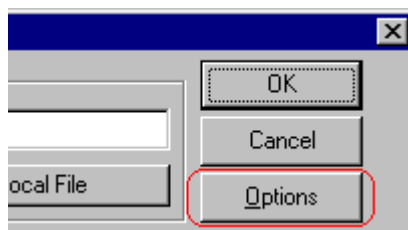
Editing the Picture's Title

The title that you entered in the Insert Media Item dialog box defaults into the **Title** field of the Media Selection dialog box. You can edit the title in this field if desired.

NOTE The title is also the `alt` text for the image. The `alt` text appears in place of the image on the web page if the image itself cannot display for any reason.

The Options Button


When you click the **Options** button on the File Properties dialog box, the options dialog box appears. The box displays information about your connection to the web server.



For information about these settings, see “Uploading Images” in the eWebEditPro Developer's Reference Guide.

Deleting a Picture

If you want to delete a picture, follow these steps.

1. Move the cursor over the picture.
2. Click the mouse to select the picture.
3. Click the Cut button ()

Introduction to Tables

Sometimes, the information on your web page looks better when displayed on a table. Here is an example.


City	Baseball Team	Hockey Team
Boston	Red Sox	Bruins
New York	Yankees / Mets	Rangers
Chicago	White Sox / Cubs	Black Hawks

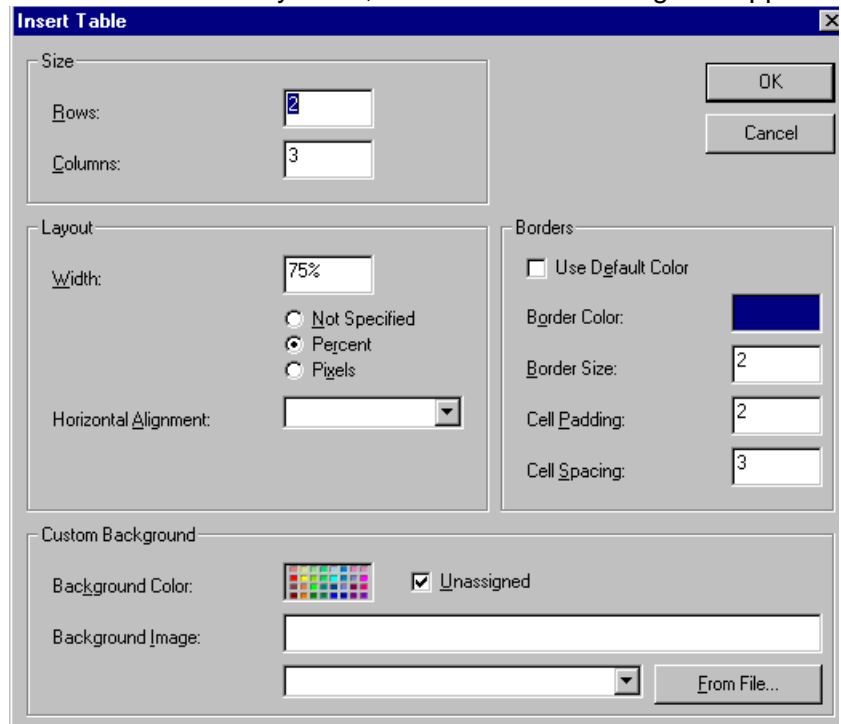
This section explains

- [Creating a Table](#)
- [Deleting a Table](#)
- [Inserting a Table within a Table](#)

See Also: [“Table Dialog Boxes and Menus” on page 54](#), [“Manipulating Your Table’s Format” on page 63](#), and [“Working with Table Cells” on page 78](#)

Creating a Table

To create a table, click the table button () then click **Insert Table** from the menu. When you do, the Insert Table dialog box appears.



Insert Table

Size

Rows:

Columns:

Layout

Width:

☐ Not Specified
☒ Percent
☐ Pixels

Horizontal Alignment:

Borders

☐ Use Default Color

Border Color:

Border Size:

Cell Padding:

Cell Spacing:

Custom Background

Background Color:

☒ Unassigned

Background Image:

OK Cancel

You can also access this dialog box after you insert it. You would do this if you wanted to edit any of the information entered in the dialog.

To access this dialog after insertion, follow these steps.

1. Click the table.
2. Right click the mouse.
3. Click **Table Properties** from the menu.

When creating a table, you can specify the

- **number** of rows and columns

- width
- horizontal alignment on the page
- background color or background picture
- border size and color

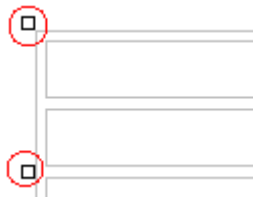
For more information about managing tables, see [“Manipulating Your Table’s Format” on page 63](#).

For more information about managing individual cells within a table, see [“Working with Table Cells” on page 78](#).

Deleting a Table

To delete a table, follow these steps

1. Move the cursor over the table until the cursor becomes a four-headed arrow (↕).
2. Click the mouse button. The table becomes selected (small squares appear around it).



3. Press <Delete>.


Inserting a Table within a Table

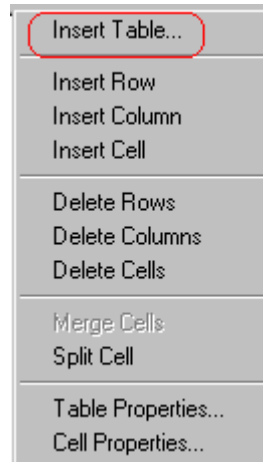
You can insert a table within a table. You might want to do this to arrange text in columns.

Horizontal Alignment	Right	Left	Center
	text	text	text

NOTE HTML does not let you use tabs or spaces to align text in columns. You must use a table to align columns. You can remove the table's border, so that no lines appear between the columns and rows.

To insert a table within a table, follow these steps.

1. Place the cursor in the cell into which you want to insert a table.
2. Click the Insert Table button ().
3. Click **Insert Table** from the menu.



4. The Insert Table dialog box appears.
5. Edit the fields in the dialog box as needed. Then, click **OK**.


Table Dialog Boxes and Menus

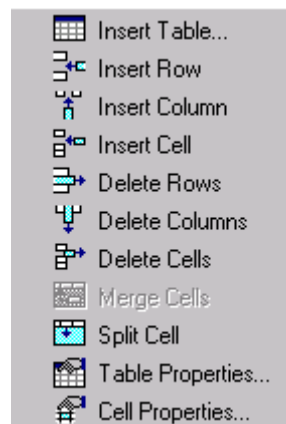
This section explains the menu options and dialog boxes you use to manipulate tables and cells. In most cases, you are referred to another section that describes the feature in more detail.

This section explains

- [The Insert Table Menu](#)
- [The Table Properties Dialog Box](#)
- [The Cell Properties Dialog Box](#)
- [The Table Context Sensitive Menu](#)

The Insert Table Menu

You access the Insert Table menu by clicking on the Insert Table button () when the cursor is inside a table. When you do, the following menu appears.

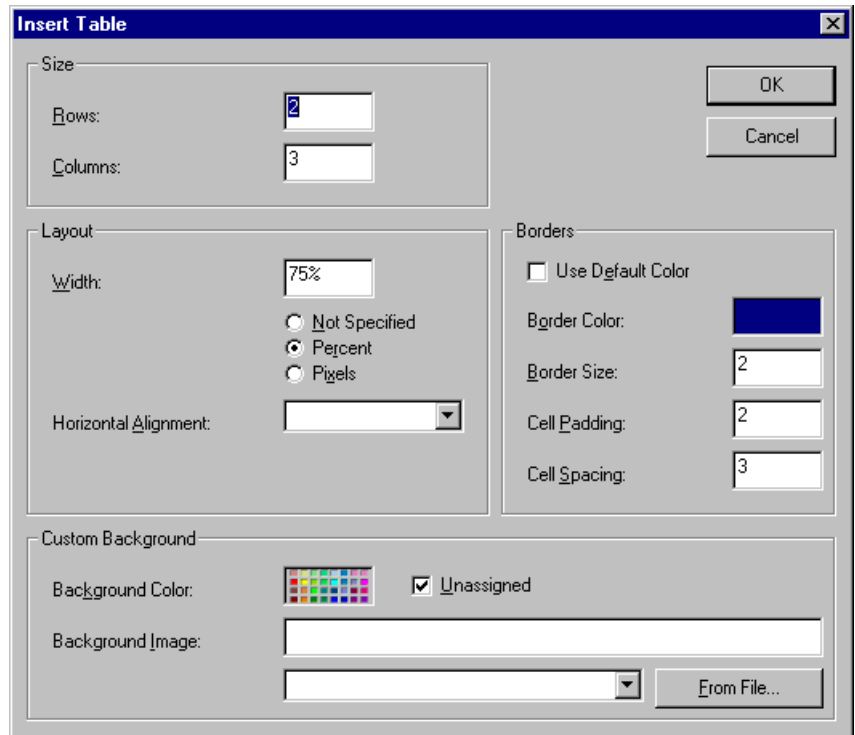


The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Insert Table	Inserts a new table where the cursor is currently resting	“Creating a Table” on page 51
Insert Row	Creates a new table row above the row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 64
Insert Column	Creates a new table column next to the column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 64
Insert Cell	Inserts a cell to the left of the cursor in a table	
Delete Rows	Deletes table row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 64
Delete Column	Deletes table column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 64
Delete Cells	Deletes the selected cells	
Merge Cells	Combines the contents of two or more selected cells into one	“Merging Two Cells” on page 98
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	“Splitting a Cell” on page 97
Table Properties	Displays and lets you edit table properties, such as the number of rows and columns, cell padding, and borders.	“The Table Properties Dialog Box” on page 56
Cell Properties	Displays and lets you edit cell properties, such as width and alignment	“The Cell Properties Dialog Box” on page 58

The Table Properties Dialog Box

The Insert Table dialog box lets you manipulate most elements of a table's appearance.



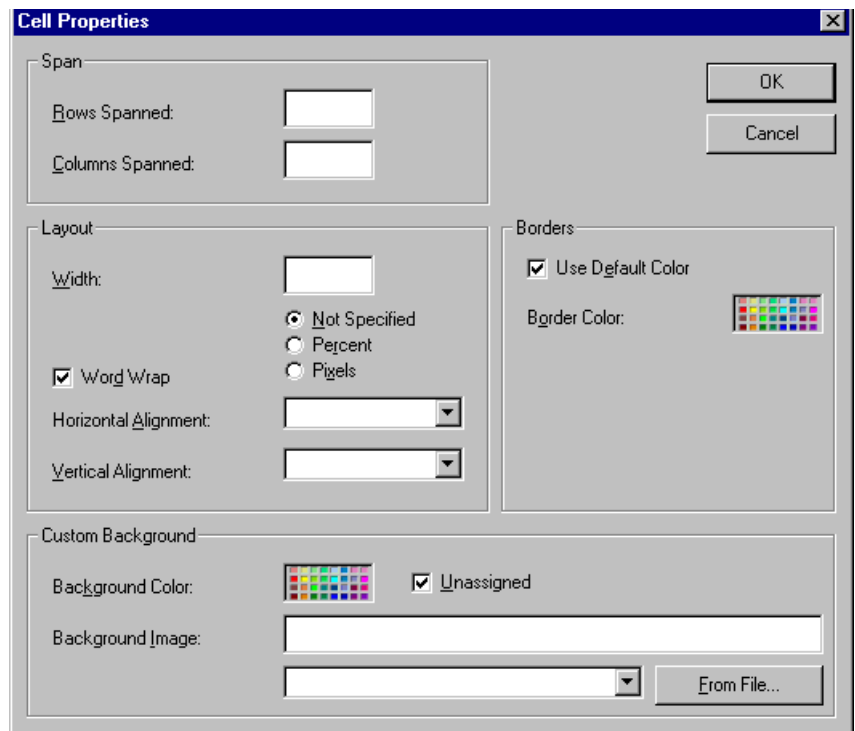
The following table lists the fields on this dialog box and refers you to the section that explains each field.

Field(s)	Lets you specify	For more information, see
Size: Rows, Columns	The number of rows and columns in the table	"Choosing the Number of Rows and Columns" on page 63
Layout: Width	Table width	"Specifying Table Width" on page 65
Layout: Horizontal Alignment	The table's alignment across the web page	"Setting Horizontal Alignment" on page 91

Field(s)	Lets you specify	For more information, see
Background Color	The background color of the table	“Specifying a Table’s Background Color” on page 71
Background Image	A background image for the table	“Specifying a Background Image for a Table” on page 73
Borders: Use Default Color	Whether or not to use the default color (gray) for table borders	
Border Color	If you do not use the default, the color of the table border	“Assigning Border Color” on page 74
Border Size	The size of the table border	“Assigning Border Size” on page 76
Cell Padding	The space (in pixels) between the cell text and a cell’s border	“Assigning Cell Padding” on page 101
Cell Spacing	The space (in pixels) between a cell and surrounding cells	“Assigning Cell Spacing” on page 102

The Cell Properties Dialog Box

The Cell Properties dialog box lets you manipulate most elements of a cell's appearance.



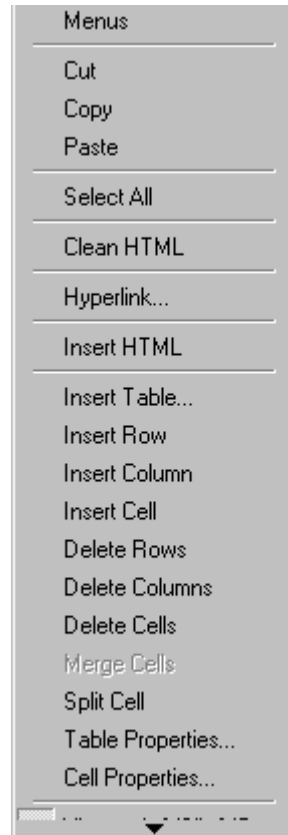
The following table lists the fields on this dialog box and refers you to the section that explains each field.

Field(s)	Lets you specify	For more information, see
Rows Spanned	If the cell spans two or more rows	"Spanning Rows or Columns" on page 88
Columns Spanned	If the cell spans two or more columns	"Spanning Rows or Columns" on page 88
Width	The minimum cell width	"Specifying the Width of a Cell" on page 78

Field(s)	Lets you specify	For more information, see
Word Wrap	Whether text moves down to the next line when it reaches the specified width of a cell	“Word Wrap” on page 99
Horizontal Alignment	The alignment of data across a cell	“Setting Horizontal Alignment” on page 91
Vertical Alignment	The alignment of data up and down within a cell	“Setting Vertical Alignment” on page 94
Background Color	The cell’s background color, if you want it to be different from the table’s background color	“Specifying a Cell’s Background Color” on page 84
Background Image	A background image for the cell	“Specifying a Background Image for a Cell” on page 85
Use Default Color	Apply the table border color to this cell border	
Border Color	Apply a color other than the table border color to this cell border	“Setting a Cell’s Border Color” on page 82

The Table Context Sensitive Menu

The following menu appears when you right click the mouse while the cursor is in a table.



The following table lists the menu options and where to get more information on each.

Menu Option	Description	For more information, see
Menus	Displays toolbar menus. Click a menu to display its options. Then, click a menu option to perform its function, such as copying text.	“Using eWebEditPro without a Mouse” on page 117

Menu Option	Description	For more information, see
Cut	Removes selected text and graphics. Places that data into temporary memory, also known as the “clipboard.” (If you later cut or copy more information onto the clipboard, the new information overwrites the original information.)	
Copy	Copies selected text and graphics into temporary memory. Leaves selected data where it is. (If you later cut or copy more information into memory, the original information is lost.)	
Paste	Inserts the most recently cut or copied text and graphics at the current cursor location.	
Select All	Selects all information on your page. After you select it, you can cut it, copy it, etc.	
Clean HTML	Removes unnecessary HTML tags	“Cleaning HTML” on page 115
Hyperlink	Creates a link to another web page or a spot within the current page	“Using Hyperlinks” on page 107
Insert HTML	Inserts HTML onto the page at the cursor location.	“Inserting HTML” on page 114
Edit HTML	Edits your page's HTML	“Editing a Section of a Page” on page 114
Insert Table	Inserts a new table where the cursor is currently resting	“Creating a Table” on page 51
Insert Row	Creates a new table row above the row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 64
Insert Column	Creates a new table column next to the column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 64
Insert Cell	Inserts a cell to the left of the cursor in a table	“Inserting a Cell” on page 80
Delete Row	Deletes table row in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 64

Menu Option	Description	For more information, see
Delete Column	Deletes table column in which the cursor is currently resting	“Adding or Removing Rows and Columns” on page 64
Delete Cell	Deletes the selected cells	“Deleting a Cell” on page 81
Merge Cells	Combines the contents of two or more selected cells into one	“Merging Two Cells” on page 98
Split Cell	Divides a cell into two. Each cell occupies one half the size of the original cell.	“Splitting a Cell” on page 97
Table Properties	Displays and lets you edit table properties, such as the number of rows and columns, and their width	“The Table Properties Dialog Box” on page 56

Manipulating Your Table's Format

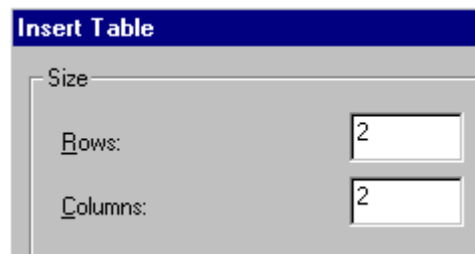
This section explains how to manipulate your table's format by specifying

- a **number** of rows and columns
- a **width**
- horizontal **alignment**
- a background **color** or **image**
- border **color** and **size**

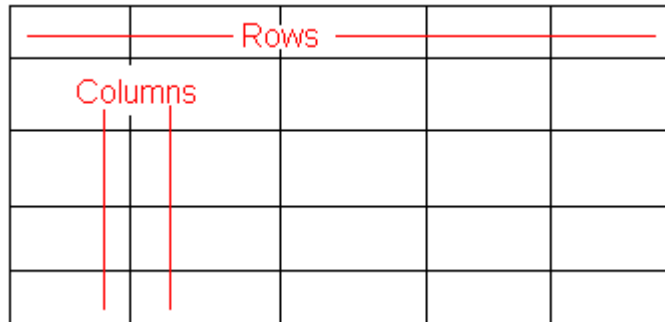
NOTE You can also apply most of these properties to individual cells within a table. See [“Working with Table Cells”](#) on page 78 for details.

Choosing the Number of Rows and Columns

Use the **Size** section of the Insert Table dialog box to specify the number of rows and columns in the table.



A row is a horizontal series of cells, while a column is a vertical series.



If you know how many rows and columns the table will be, enter those numbers. If you don't know the number of rows and columns you need when you create the table, estimate how many you need. You can add or remove rows and columns later.

Placement of Inserted Row or Column

If you add a row, it appears above the row in which the cursor was resting when you pressed **Insert Row**.

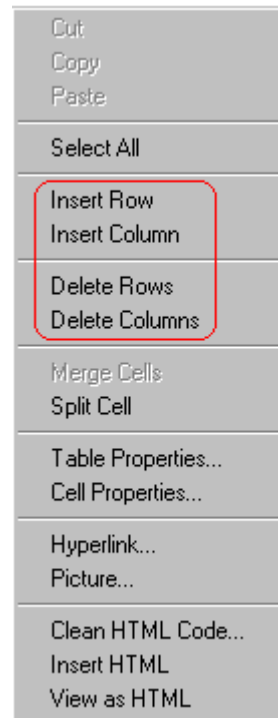
If you add a column, it appears on the left side of the table.

Adding or Removing Rows and Columns

To add or remove rows and columns after you create the table, follow these steps.

1. Place the cursor in the cell from which you want to add or delete.

2. Right click the mouse. A menu appears.



3. Click the appropriate action from the menu. For example to add a row, click **Insert Row**.

Specifying Table Width

When you create a table, you can set its width by specifying one of the following:

- *percentage* of the window: the table's width varies as a user adjusts the browser size
- *fixed number of pixels*, the table's width stays the same as a user adjusts the browser size

You can also *not* set a width but instead let information you enter into the table's cells determine its width.

NOTE

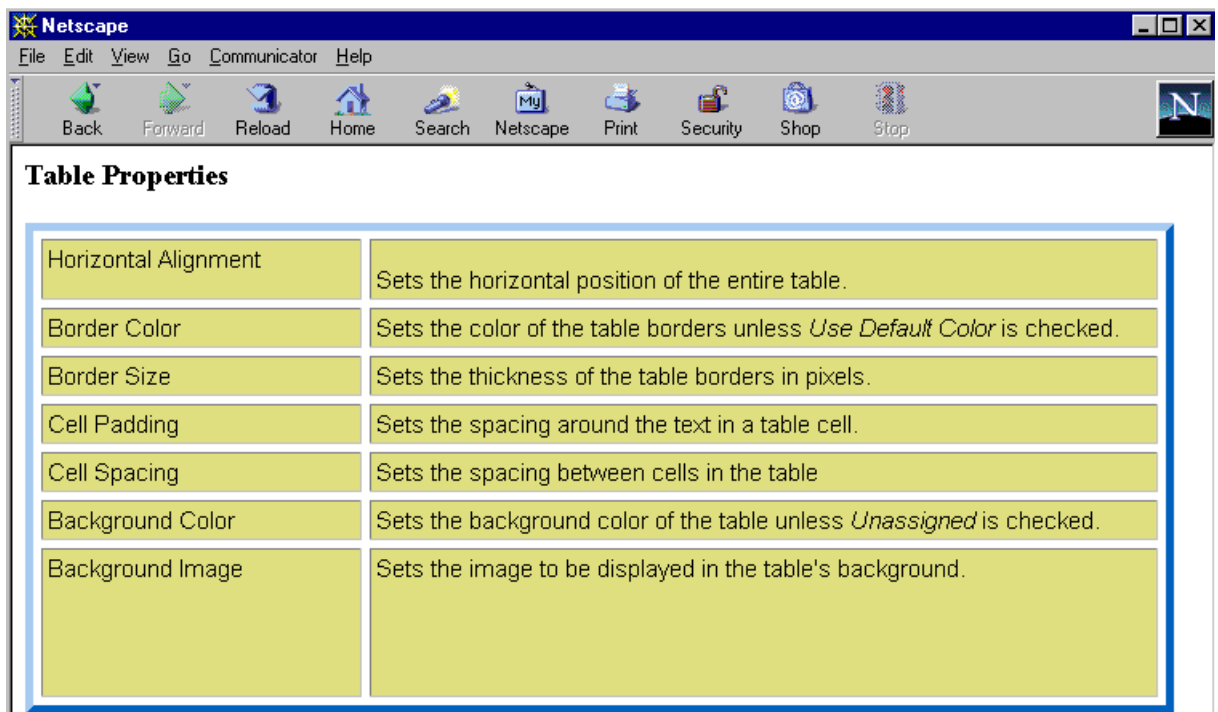
To set the width of a table column, adjust the width of one of the cells within the column (as described in "Specifying the Width of a Cell" on page 78). Usually, this change affects all other cells in the column.

Specifying Table Width by Percentage

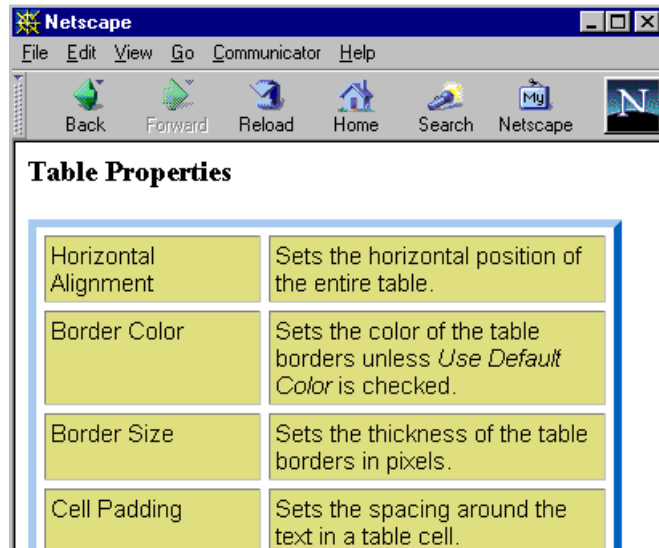
Specify table width by percentage if you want the table to be resized as the user resizes the browser.

NOTE In order for the table to resize with the browser, the *Word Wrap* attribute must be turned on in all of a table's cells. For details, see ["Word Wrap" on page 99](#).

For example, if you specify that a table is 100% wide, and your browser displays 14 inches across when it is maximized, the table fills the screen (except for the browser border).

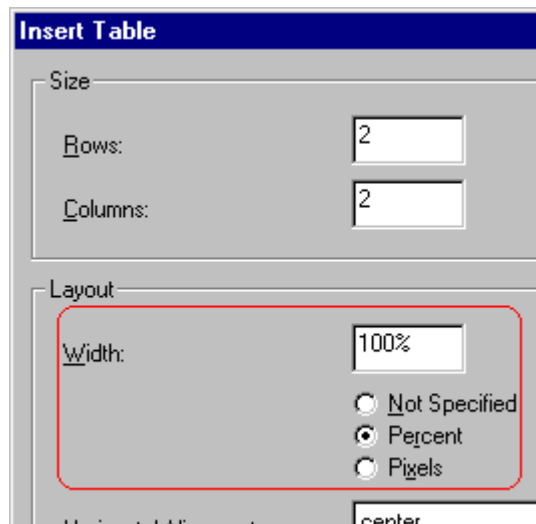


If you resize the browser to half the screen, the table will be about 7" wide. You still see both columns, but some of the data is moved down.



Setting Table Width by Percentage

To specify table width by percentage, choose **Percent** in the layout section of the Insert Table dialog box. Then, specify the percentage at the **Width** field.

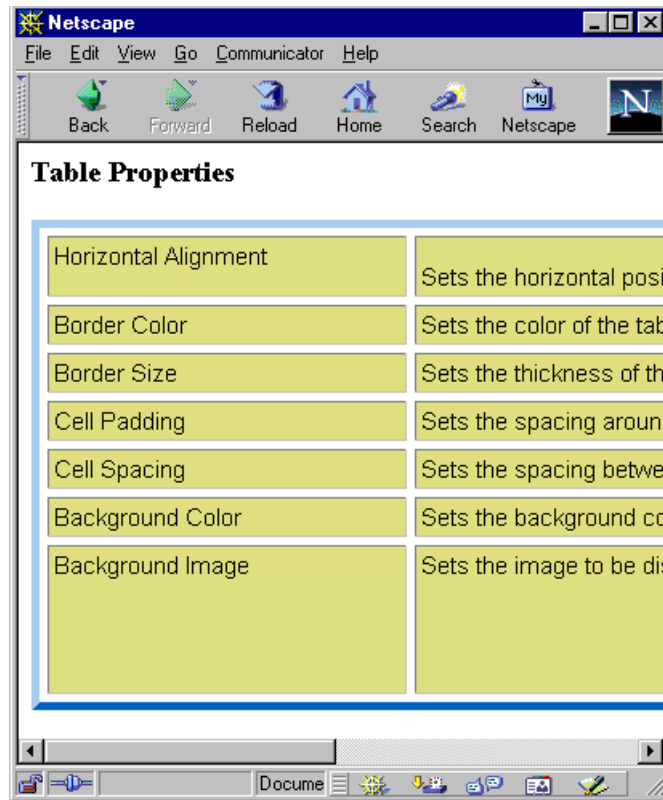


Specifying Table Width by Pixels

Specify table width by **pixels** if you want the table to remain the same size if a user resizes the browser.

For example, if you specify that a table is 610 pixels wide, and the user's browser is set to low resolution (640 x 480 pixels), the table occupies the full width of the browser when it is maximized.

If the user resizes the browser so that it only occupies the left half of the screen, only the left half of the table appears. A scroll bar appears at the bottom of the browser. The user must move the scroll bar to see the rest of the table.



If you set table width by pixels, do not set it to more than 610 pixels. Otherwise, the table will not fully display on a monitor set to low resolution (640 x 480).

Setting Table Width by Pixels

To specify table width by **pixels**, choose **Pixels** in the layout section of the Insert Table dialog box. Then, specify the number of pixels at

the **Width** field.

Insert Table

Size

Rows: 2

Columns: 2

Layout

Width: 610

☐ Not Specified

☐ Percent

☒ Pixels

Specifying Horizontal Alignment

You can specify your table's horizontal alignment (left, right, or center) within the browser.

Alignment	Example
left	
right	
center	

If you specify right or left justify, you can wrap text around the table. To do this, move the cursor to the right or left of the table and begin typing.

Table Properties

Horizontal Alignment	Sets the horizontal position of the entire table.	In this example, the table is left justified, so this text appears to the right of the table.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.	
Border Size	Sets the thickness of the table borders in pixels.	

Specify the table alignment at the **Horizontal Alignment** field on the Layout area of the Insert Table dialog box.

Layout

Width: 100%

☐ Not Specified
☒ Percent
☐ Pixels

Horizontal Alignment: center


Table Backgrounds

You can specify a background **color** or **image** for your table.

Specifying a Table's Background Color

You can assign a background color to a table to make it more pleasing to the eye. Here is an example.

Width	Sets the width of the table on the page in terms of a percentage or by pixel width.
Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center, right.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.

NOTE If you apply a dark background color to a table, you may want to apply a light foreground color to the text. Use the font color button () to change the text color.

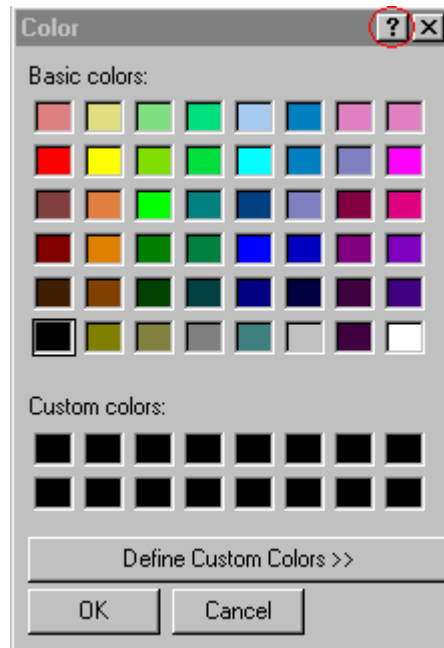
To assign a background color to your table, click the **Background Color** field on the Insert Table dialog box.



When you click that field, a color dialog box appears. Click the color that you want to apply to the background of the table.

Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.



2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

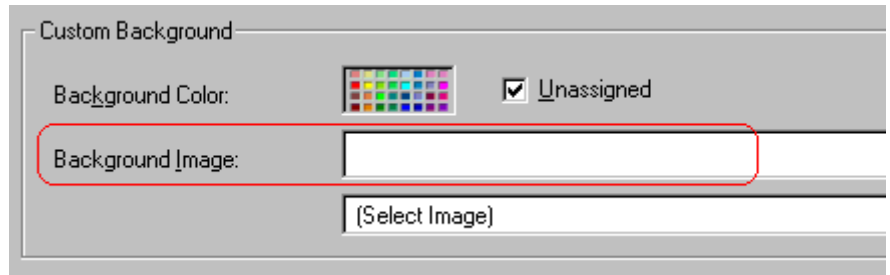
Deleting a Table's Background Color

To delete a table's background color, click the **Unassigned** box in the **Custom Background** area of the Insert Table dialog box.



Specifying a Background Image for a Table

If you want a background image to appear in all table cells, use the **Background Image** field of the Insert Table dialog box.



Your Webmaster determines which images are available to you.

To insert a background image

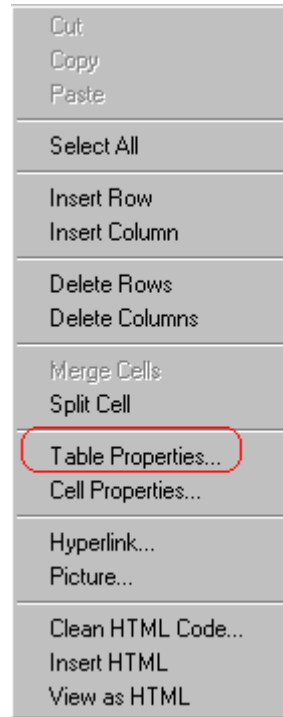
1. Click the down arrow to the right of (**Select Image**). A list of background images appears.
2. Click the image of your choice.
3. Click **OK**.

Note that when you apply a background image to a table

- it applies to the entire table, including the borders.
- if the table is larger than the image, the image repeats until it fills the table.
- if the image is larger than the table, the top left corner of the image aligns with the top left corner of the table. The rest of the image fills as much of the table as possible.
- you can also apply an image to individual cells (see [“Specifying a Background Image for a Cell” on page 85](#)).
- make sure that the image does not obscure user's ability to read the table text.

Deleting a Background Image

1. Move the cursor to any cell on the table and right click the mouse.
2. Click **Table Properties** from the menu.



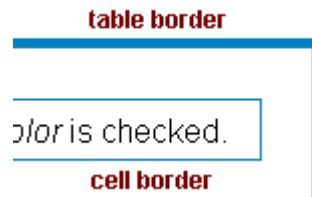
3. **Select** the value in the **Background Image** field and press <Backspace>.
4. Click **OK**.

Setting Table Borders

You can specify a border **color** or **size** for your table.

Assigning Border Color

A table border is the line that separates the table from the rest of your web page. By default, table borders are gray. You can change the color of table borders.



If you want a table's border to "disappear," set it to the same color as the page's background color. This technique is often used to format text on a web page.

Assigning a Cell Border Color

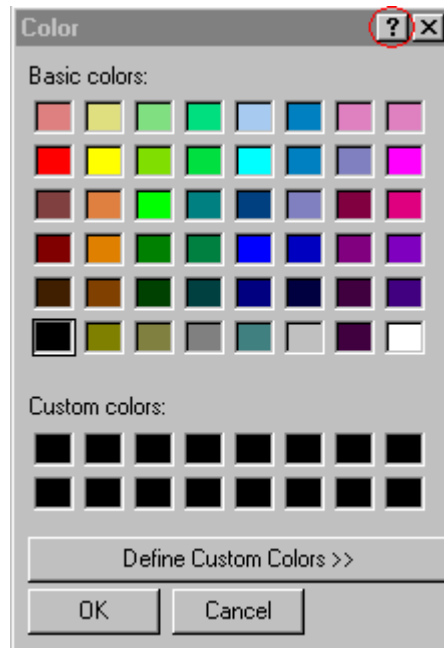
Each cell also has a border that separates it from the other cells and the table border. By default, a cell's border color matches the table border. However, you can individually change a cell border color (see ["Setting a Cell's Border Color" on page 82](#)).

To assign a color to your table's border, click the **Border Color** field on the Insert Table dialog box.



When you click that field, a color selection box appears. Click the color that you want to apply to the table's border. Follow these steps to get help on how to use the color box.

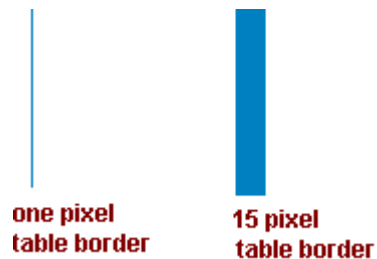
1. Click the question mark in the top right corner.



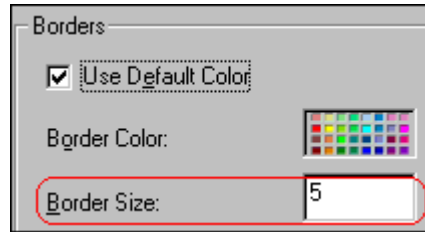
2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.


Assigning Border Size

You can also adjust the size of a table border. Size is measured in **pixels**.



To assign a border size to your table, enter a number of pixels into the **Border Size** field on the Insert Table dialog box.



If you set a table's border size to zero (0) but wish to view the table's boundary lines while you are editing it, select the table and click the border button () . Boundary lines will appear while you are editing but disappear when a user views the page.

Working with Table Cells

Along with functions for managing tables (described in [“Introduction to Tables” on page 50](#) and [“Manipulating Your Table’s Format” on page 63](#)), eWebEditPro also lets you perform actions on individual cells within a table.

You can perform the following actions on individual table cells.

- Specify a [width](#).
- [Insert](#) or [delete](#) cells.
- Specify a [border color](#).
- Specify a background [color](#) or [image](#).
- Have a cell [span](#) two or more columns or rows.
- Specify horizontal and vertical [alignment](#) of the data within the cell.
- [Split](#) a cell into two cells.
- [Merge](#) two cells into one.
- Turn [word wrap](#) on or off.
- Set cell [padding](#) and [spacing](#).

NOTE [HTML does not allow you to adjust the width of a cell's border.](#)

You can also [select](#) several cells or a row of cells and change them as described above. However, you cannot select and change a column of cells.

Specifying the Width of a Cell

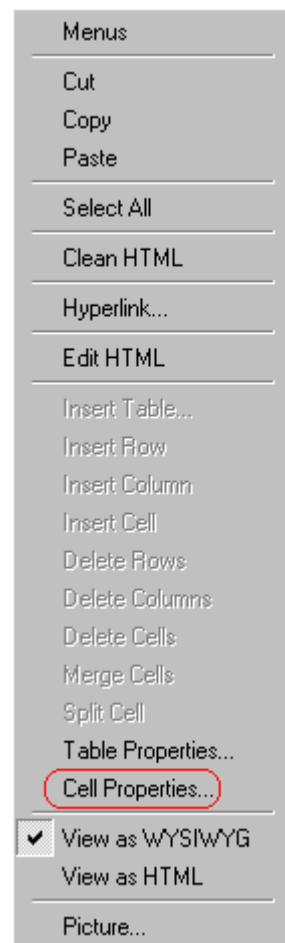
As described in [“Specifying Table Width” on page 65](#), there are several ways to set the width of a table. Within a table, you can also specify the width of an individual cell.

When you set a cell width, there is no guarantee that the cell will occupy that width when displayed in a browser. This is because the cell is part of a column, and changes to other cells in the column can affect the cell whose width you set. Setting cell width only guarantees that the cell will not be *less than* the width you specify.

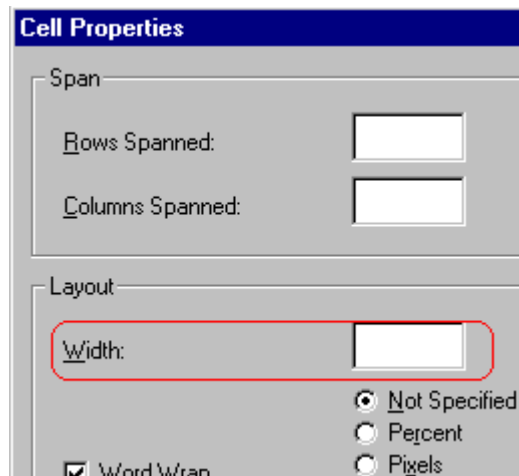
If you want to ensure that a cell's size does not change, set all cells in a column to that width.

To specify a cell's width, follow these steps.

1. Place the cursor in the cell whose width you want to set.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.



4. The Cell Properties dialog box appears.



5. In the layout section of the dialog box, enter the cell width at the **Width** field. You can enter the width in **pixels** or percentage. These choices are explained in [“Specifying Table Width” on page 65](#).
6. Click **OK**.

Inserting a Cell

To insert a cell, follow these steps.

1. Move the cursor to the right of where you want the new cell to appear.
2. Right click the mouse.
3. Click **Insert Cell** from the menu.

The new cell appears to the left of the cell in which the cursor resides when you click **Insert Cell**. The cursor cell and all cells to its right shift right to make room for the new cell.

In this example, the cursor was in cell “b” when the user clicked **Insert Cell**.

Before

a	b <i>cursor</i>	c
d	e	f

After

a	<i>new cell</i>	b	c
d	e	f	

Deleting a Cell

To delete one or more cells, follow these steps.

1. Move the cursor to the first cell you want to delete.
2. To delete only that cell, proceed to the next step. To delete several contiguous cells, **select** them. Contiguous cells can cross rows.
3. Right click the mouse.
4. Click **Delete Cells** from the menu.

Any cells to the right of the deleted cells shift left to occupy the vacant space.

In this example, the cursor was in cell “b” when the user clicked on **Delete Cells**.

Before

a	b <i>cursor</i>	c
d	e	f

After

a	c	
d	e	f

Setting a Cell's Border Color

A cell border is the line that separates it from other cells.

By default, the color of a cell's border matches the color of the table border. However, you can change the color of any cell border individually.

NOTE When viewed in Netscape Navigator, cell borders are gray, regardless of any change you make on the Cell Properties dialog box.

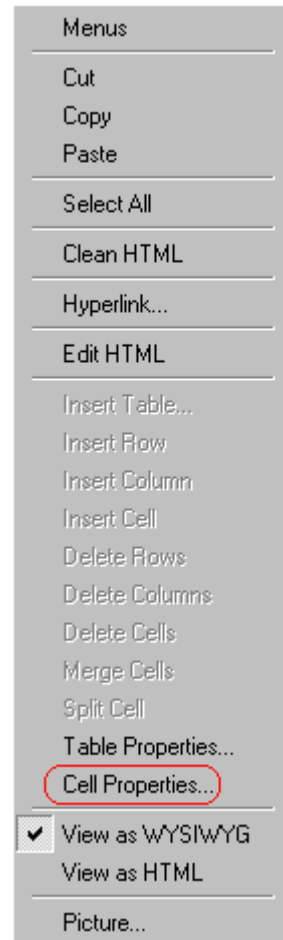
This example illustrates the effect of different cell border colors within a table.

Sets the color of the table border
Sets the thickness of the table border
Sets the spacing around the table border

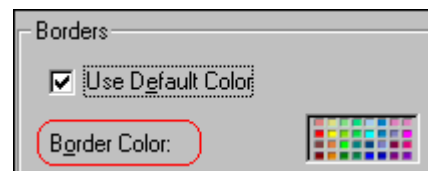
If you want a cell's border to "disappear," set it to the same color as the table's background color.

To change the color of a cell's border, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.

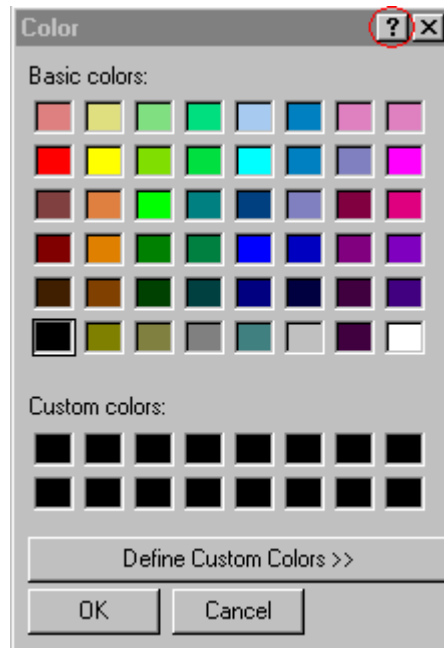


3. Click the **Border Color** field on the Cell Properties dialog box.



4. When you click that field, a Windows Color selection box appears. Click the color that you want to apply to the cell border.

See Also: [“Using the Color Box” on page 87](#)



Specifying a Cell's Background Color

“[Specifying a Table's Background Color](#)” on page 71 explains how to apply a background color to a table. You can also apply a background color to a cell.

To apply a background color to a cell, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.
3. Click the **Background Color** field on the Cell Properties dialog box.



4. When you click that field, a Windows Color selection box appears.

See Also: “[Using the Color Box](#)” on page 87



5. Click a color to apply to the background of the cell.

Deleting a Cell's Background Color

To delete a cell's background color, click the **Unassigned** box in the **Custom Background** area of the Cell Properties dialog box.



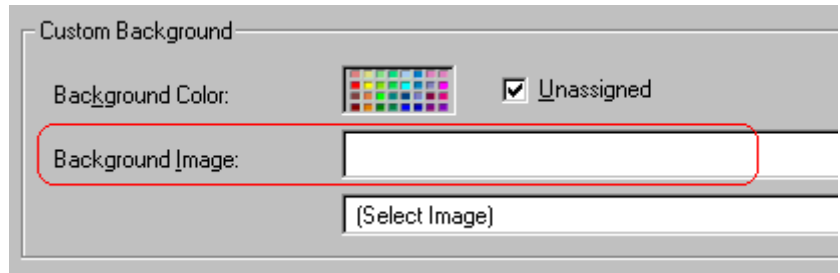
Specifying a Background Image for a Cell

“[Specifying a Background Image for a Table](#)” on page 73 explains how to apply a background image to a table. You can also apply a background image to a cell.

Your Webmaster determines which images are available.

To insert an image into a cell, follow these steps.

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.
3. Move the cursor to the **Background Image** field of the Cell Properties dialog box.



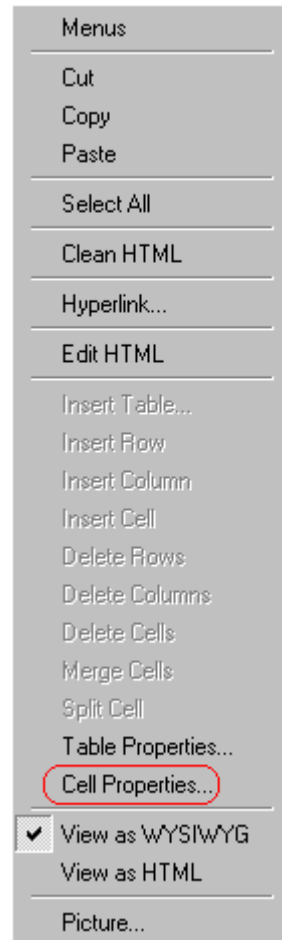
4. Click the down arrow to the right of **(Select Image)**. A list of background images appears.
5. Click the image of your choice.
6. Click **OK**.

Note that when you apply a background image to a cell

- If the cell is larger than the image, the image repeats until it fills the cell.
- If the cell is smaller than the image, the top left corner of the image appears in the top left corner of the cell. The rest of the image fills as much of the cell as possible.
- Make sure the image does not obscure a user's ability to read the cell text (if any exists).

Deleting a Background Image

1. Move the cursor to the cell and right click the mouse.
2. Click **Cell Properties** from the menu.

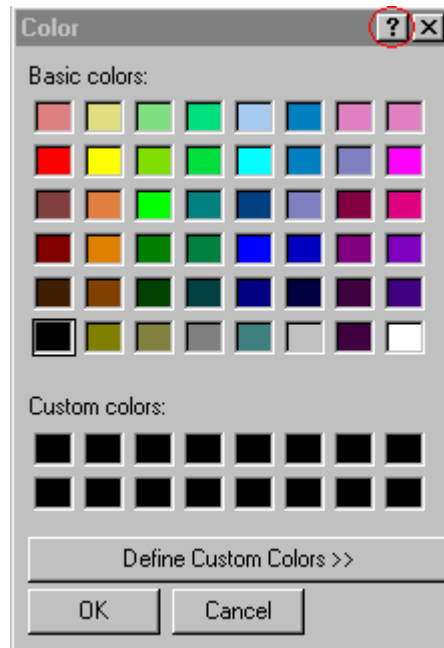


3. **Select** the value in the **Background Image** field and press <Backspace>.

Using the Color Box

Follow these steps to get help on how to use the color box.

1. Click the question mark in the top right corner.



2. A large question mark appears next to your cursor.
3. Drag the question mark to the area of the dialog box that you want to learn about.
4. Click the mouse button. A box appears with instructions for that area.

Spanning Rows or Columns

You can create a table cell that stretches across more than one row or column. In the following table, notice how the row that contains “Sports Teams” spans three columns.

Sports Teams		
City	Baseball Team	Hockey Team
Boston	Red Sox	Bruins

Sports Teams		
City	Baseball Team	Hockey Team
New York	Yankees	Rangers
Chicago	White Sox	Black Hawks

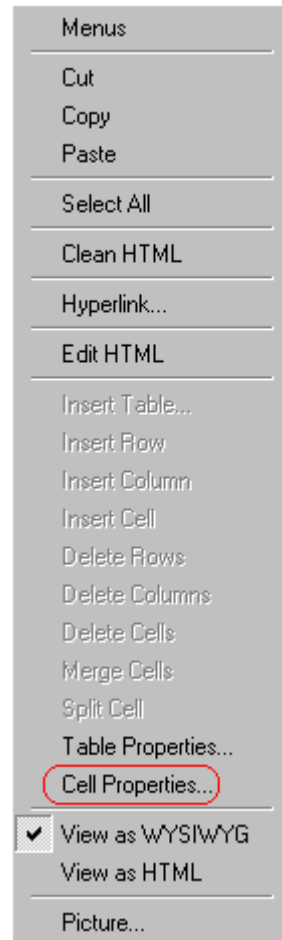
You can also create a column that spans several rows, as illustrated below. Notice that Boston spans three rows.

Colleges	
City	Name
Boston	Boston College
	Northeastern University
	Boston University
New York	Columbia University

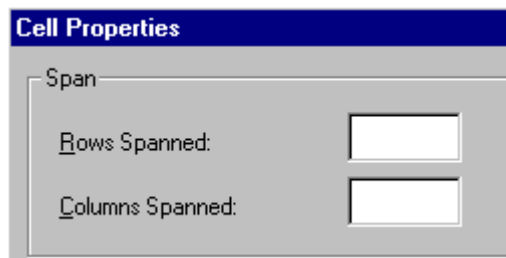
Spanning More than One Row or Column

To have a table cell span more than one row or column, follow these steps.

1. Place the cursor in the cell that will span rows or columns.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.



4. The Cell Properties dialog box appears. In the **Rows Spanned** or **Columns Spanned** field, enter the number of rows or columns that you want this cell to span.



5. Click **OK**.

Effect of Spanning a Cell

When you set a cell to span rows or columns, the editor does not remove the cells that are in the way. Instead, it moves those cells across or down to the next available position.

For example, the following table has two rows and two columns.

A	B
C	D

If you set cell A to span two rows, note that cell C moves across to make room for cell A. This action pushes cell D to the next column.

A	B	
	C	D

Aligning Text Within a Cell

Within a cell, you can specify how your text aligns **horizontally** and **vertically**.

Setting Horizontal Alignment

In the Cell Properties dialog box, you can specify the horizontal alignment of a cell. You have set the alignment to left, center, or right, or

- left
- center
- right

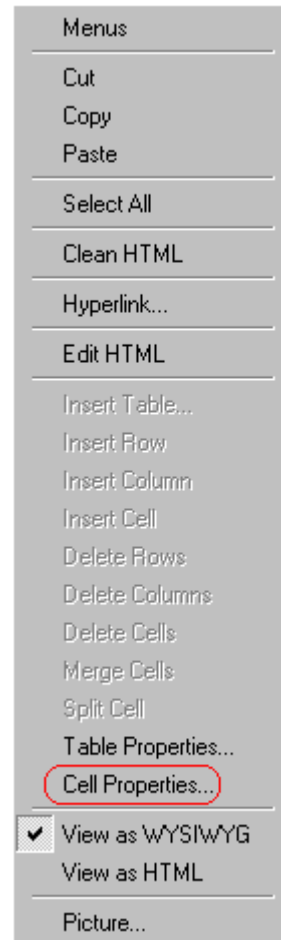
- justify - the text is justified down both left and right edges. Many books use this alignment style. (This alignment is not supported by all browsers.)

This example illustrates these choices.

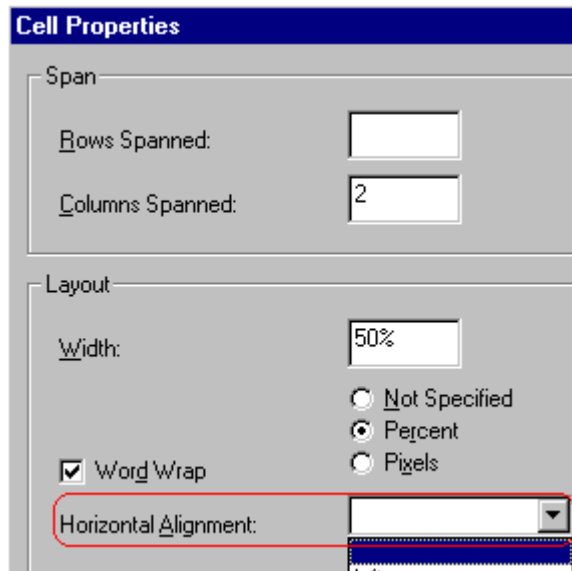
text	right justified
text	center justified
text	left justified
This text is both left and right justified.	justify

To set horizontal justification of a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu



4. The Cell Properties dialog box appears. Click the down arrow to the right of the **Horizontal Alignment** field.



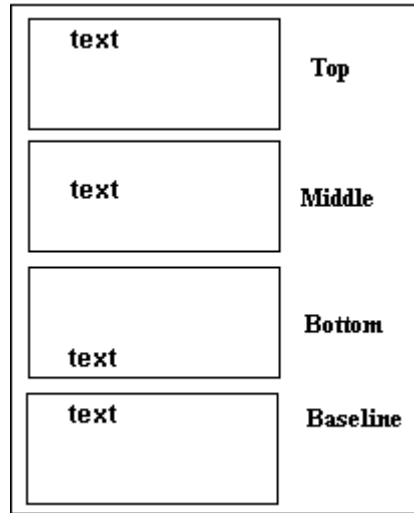
5. Click your choice from the list and click **OK**.

Setting Vertical Alignment

In the Cell Properties dialog box, you can specify the vertical alignment of a cell. You have four choices.

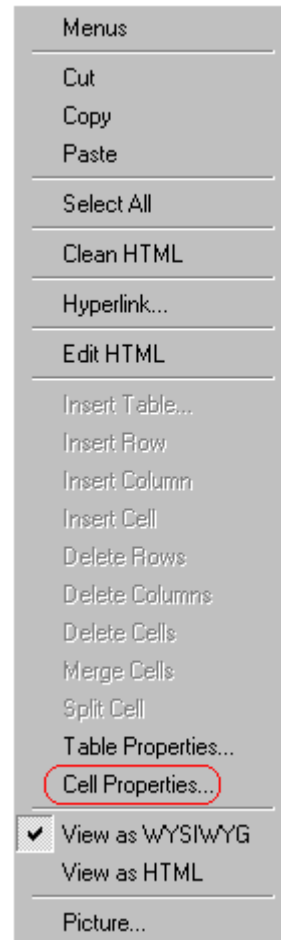
- top
- middle
- bottom
- along the baseline of the first line of text (the term “baseline” is defined in [“Aligning the Picture” on page 44](#))

This example illustrates the choices.



To set vertical justification for a table cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.



4. The Cell Properties dialog box appears. Click the down arrow to the right of the **Vertical Alignment** field.

Cell Properties

Span

Rows Spanned:

Columns Spanned:

Layout

Width:

☐ Not Specified

☒ Percent

☐ Pixels

☒ Word Wrap

Horizontal Alignment:

Vertical Alignment:

- Click your choice from the list and click **OK**.

Splitting a Cell

You can divide a cell into two. If you split a cell, each cell occupies one half the size of the original cell.

Row before split

A	B
----------	----------

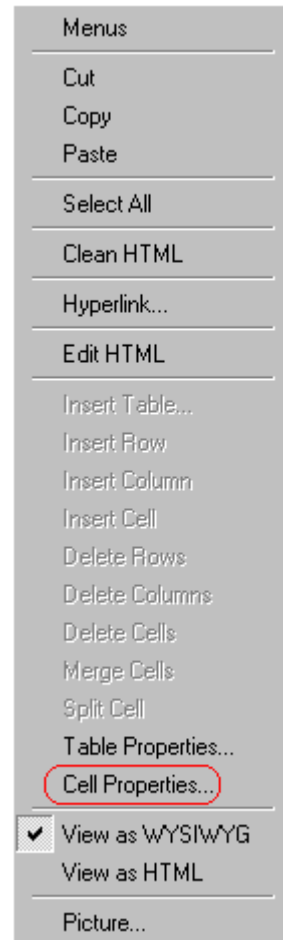
Row after split

A1	A2	B
-----------	-----------	----------

To split a table cell into two cells, follow these steps.

- Place the cursor in the cell that you want to split.

2. Right click the mouse.
3. Click **Split Cell** from the menu.



4. Two cells now appear where only one appeared before.

Merging Two Cells

You can merge two cells into one. If you merge two cells, the new cell contains all of the information from both. The new cell's width equals the sum of the two cells that were merged.


Cells Before Merge

A	B
----------	----------

Cell After Merge

AB

To merge two or more cells, follow these steps.

1. **Select** the cells that you want to merge.
2. Click the Insert Table button ().
3. Click **Merge Cells** from the menu.

Word Wrap

Word Wrap is a text formatting feature of tables. It causes text to move down to the next line when the width of the characters on a line equals the column width. For example, if you set column width to 50%, with word wrap turned on, a table looks like this.

Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center, right.
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked.

If you turn Word Wrap off for the same table, you get this result.

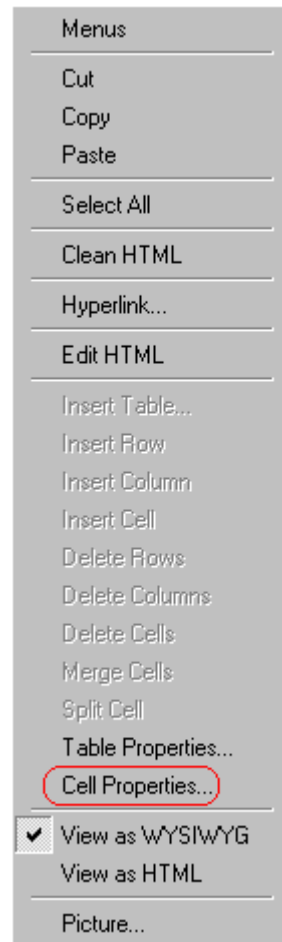
Horizontal Alignment	Sets the horizontal position of the entire table. For example, left, center
Border Color	Sets the color of the table borders unless <i>Use Default Color</i> is checked

If Word Wrap is turned off, text stays on one line until the user entering table text presses <Enter>. That keystroke causes text to move down to the next line.

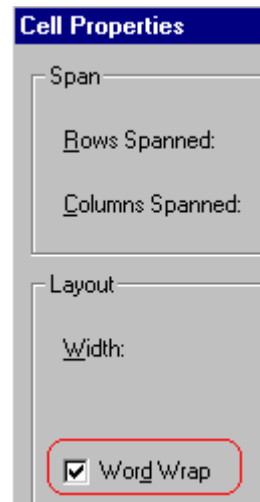
By default, all cells have the Word Wrap feature turned on.

To turn Word Wrap on or off for a cell, follow these steps.

1. Place the cursor in the cell that you want to edit.
2. Right click the mouse.
3. Click **Cell Properties** from the menu.

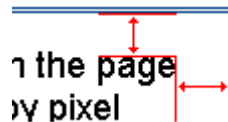


4. The Cell Properties dialog box appears. Click or off the **Word Wrap** checkbox and click **OK**.

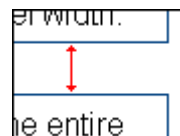


Setting Cell Padding and Spacing

Cell *padding* is the space between a cell's data and its border.

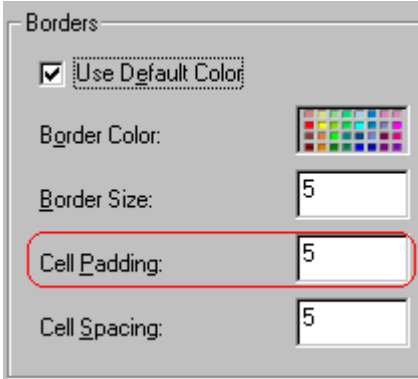


Cell *spacing* is the space between a cell and surrounding cells.



Assigning Cell Padding

To assign cell padding to your table, click the **Cell Padding** field on the Insert Table dialog box. Enter the number of **pixels**.

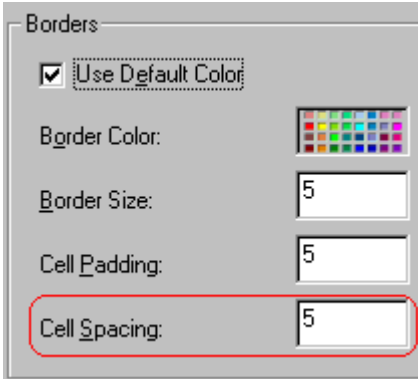


The 'Borders' dialog box is shown with the following settings:

- ☒ Use Default Color
- Border Color: [Color palette]
- Border Size: 5
- Cell Padding: 5 (highlighted with a red rectangle)
- Cell Spacing: 5

Assigning Cell Spacing

To assign cell spacing to your table, click the **Cell Spacing** field on the Insert Table dialog box. Enter the number of **pixels**.



The 'Borders' dialog box is shown with the following settings:

- ☒ Use Default Color
- Border Color: [Color palette]
- Border Size: 5
- Cell Padding: 5
- Cell Spacing: 5 (highlighted with a red rectangle)

Using Bookmarks

Use a bookmark to let a user “jump” from any word, phrase, or image to another place in a file. On your web page, text appears in a different color to indicate that additional information is available at the bookmark’s location.

For example, if your web page includes meeting minutes, the top of the page could list the meeting dates. You could then assign a hyperlink to each date and a bookmark to each set of minutes.

The user sees that a date is in a different color, so clicks the date to “jump” to the bookmark that marks the location of the meeting minutes.

“[Creating a Bookmark](#)” on page 103 describes how to set up a hyperlink to a bookmark within a file. You can also set up hyperlink to

- another web page. This procedure is described in “[Using Hyperlinks](#)” on page 107.
- a bookmark within another web page. This procedure is described in “[Creating a Hyperlink to a Location Within a Web Page](#)” on page 110.

This section explains

- [Creating a Bookmark](#)
- [Changing the Destination Window](#)

Creating a Bookmark


When creating a bookmark, you must specify a

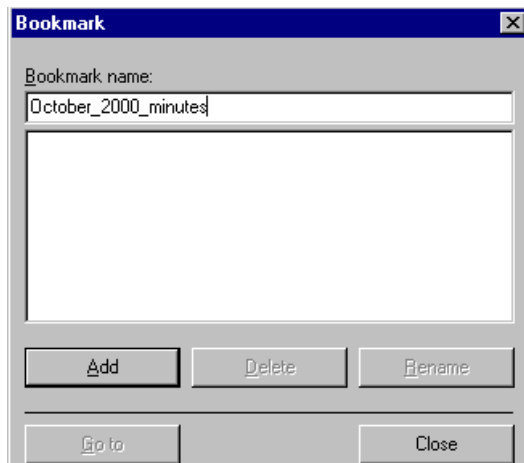
- *source*, the text or image that the user clicks to move to the bookmark


- *bookmark*, the place to which the cursor jumps when the user clicks the source

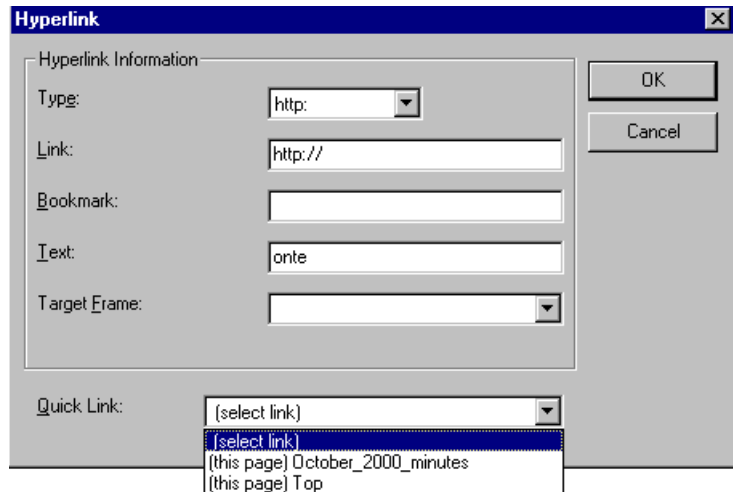
To continue with the above example, a meeting date is the source, and the meeting minutes are the bookmark.

To create a bookmark, follow these steps.

1. **Select** the bookmark text or image.
2. Click the Bookmark button (.
3. The Bookmark dialog box appears. Enter the name of the bookmark.



4. Click **Add**.
5. The editor screen returns. (The bookmark does not appear on the page.) **Select** the source text or image.
6. Click the Hyperlink button (.
7. The Hyperlink dialog box appears.
8. Click the down arrow to the right of the **Quick Link** field and click the bookmark you created in Step 3.



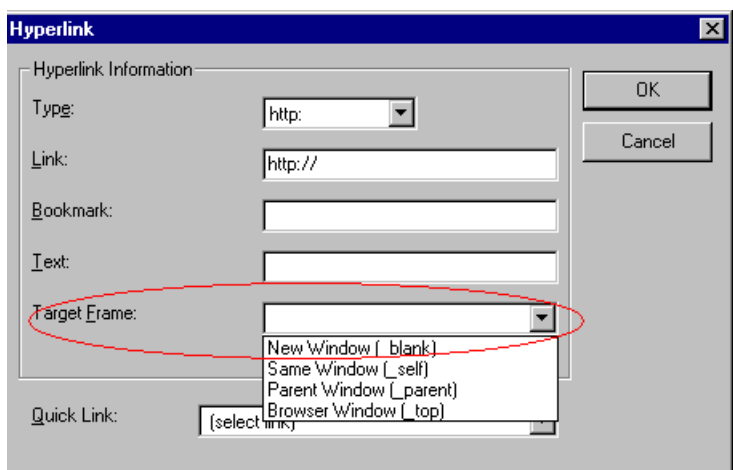
9. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 105](#).

If you leave the **Target Frame** field blank, the new window replaces the current window.

10. Click **OK**.

Changing the Destination Window

While defining hypertext, you can use the **Target Frame** field on the Hyperlink dialog box to change the window in which the destination page appears.



The possible values that you can enter into the **Target Frame** field are explained below.

If you want the destination page to appear	Click this in the Target Frame field
In a new browser window, on top of the current browser.	New Window(_blank)
In the same position within the browser window. The new window replaces the current one.	Same Window(_self) Note: this is the default.
If your page contains frames, in the frame that contains the frame with the hyperlink.	Parent Window(_parent)
If your page contains frames, in the full display area, replacing the frames.	Browser Window(_top)
If your page contains frames, in the frame with the specified name.	Enter the name of the frame.

Using Hyperlinks

Use hyperlinks to let a user “jump” from any word, phrase or image to another web page. The page can be within your network (that is, on an intranet) or anywhere on the internet.

NOTE If you want to create jumps within a file, see [“Using Bookmarks” on page 103](#).

For example, if your web page includes a jump to the Ektron web site, you would enter the text to indicate the jump (for example **Ektron Web Site**), then create a hyperlink to www.ektron.com. When users see **Ektron Web Site** in a different color, they can click the text to “jump” to the site.

Although most jumps go to the top of another web page, you can also jump to a bookmark within a web page.

This section explains


- [Creating a Hyperlink](#)
- [Testing a Hyperlink](#)
- [Creating a Hyperlink to a Location within a Web Page](#)
- [Editing a Hyperlink](#)
- [Removing a Hyperlink](#)
- [Preventing a URL from Becoming a Hyperlink](#)

Creating a Hyperlink

When creating a hyperlink, you must specify a

- *source*, the text or image the user clicks to move to the destination
- *destination*, the web page to which the display moves when the user clicks the source

To continue with the above example, Ektron Web Site is the source, and the web page available at `www.ektron.com` is the destination.

To create a hyperlink, click the Hyperlink button (). When you do, the Hyperlink dialog box appears. From there, you can select from a list of web pages (also known as *Quick Links*). Or, if the page you are jumping to is not on the list, *enter the url address* of the destination web page. Each choice is described below.

Using a Quick Link

Your web master can add to the Hyperlink dialog box any number of Quick Links, that is, web addresses that you can link to simply by selecting an item from a drop down menu.

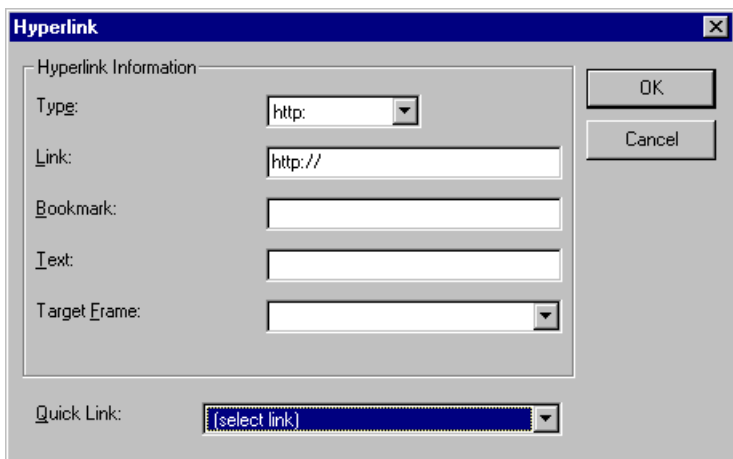


Quick links are “quick” because you do not need to enter or know the url of the destination web page -- your web master has already stored that information for you.

To apply a Quick Link, follow these steps.

1. *Select* the source text or image.

2. Click the Hyperlink button (). The Hyperlink dialog box appears.




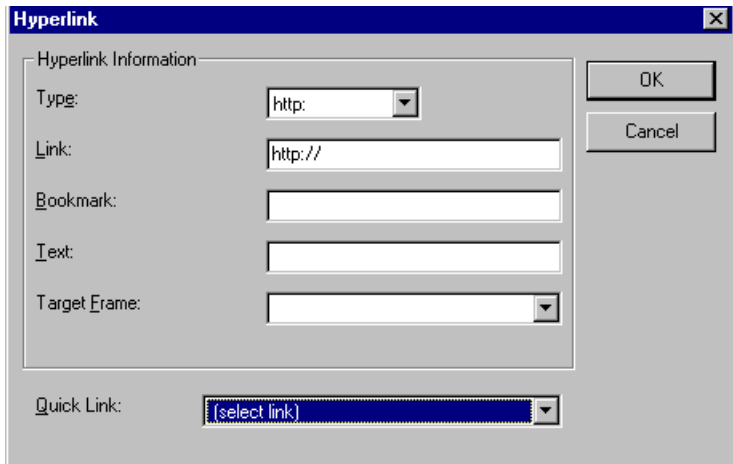
3. Click the down arrow to the right of the **Quick Links** field. A list of web pages that your web master has pre-loaded appears.
4. Click an item from the list to select it.
5. If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 105](#).
If you leave the **Target Frame** field blank, the new window replaces the current window
6. Click **OK**.

Entering a Hyperlink Manually

To create a hyperlink, follow these steps.

1. **Select** the source text or image.

- Click the New Hyperlink button (). The Hyperlink dialog box appears.



- Click in the **Link** field after `http://`. Then, enter the address of the destination web page. For example, to enter a hyperlink to the ektron web site, enter `www.ektron.com`.
- If desired, you can use the **Target Frame** field to change the window in which the destination text appears. For details, see [“Changing the Destination Window” on page 105](#).
If you leave the **Target Frame** field blank, the new window replaces the current window
- Click **OK**.

Testing a Hyperlink

Within the eWebEditPro editor, you can test a hyperlink. To do this, double click it. That action launches the web page assigned to the hyperlink.


Creating a Hyperlink to a Location Within a Web Page

Sometimes, the destination web page contains bookmarks, and you want to jump from your page to a bookmark on another page. (Bookmarks are described in [“Using Bookmarks” on page 103](#).)

To create a hyperlink that jumps to another page's bookmark, follow these steps.

1. Go to the destination web page.
2. Click the bookmark that you want to jump to. For example, on the illustration below, the text **Benefits to Partners** jumps to a bookmark further down on the page.




3. When you click the bookmark, its full address appears in your browser's address bar. This bookmark's address looks like this.
http://www.ektron.com/single.cfm?doc_id=35#Benefits2
4. Click the address bar. The address is selected. Press <Ctrl>+<C> to copy the address into the Windows clipboard.
5. Go to eWebEditPro.
6. Select the text or image from which you want to jump to the bookmark.
7. Click the Hyperlink button (). The hyperlink dialog box appears.
8. Move the cursor to the **Link** field.
9. Press <Ctrl>+<V> to paste the address you copied in Step 4 into the **Link** field.
10. Click **OK**.

Editing a Hyperlink

If you need to change a hyperlink's destination web page or target frame, follow these steps.

1. Click the Hyperlink button (). The hyperlink dialog box appears.
2. Edit the **Link** or **Target Frame** field as needed.
3. Press **OK**.

Removing a Hyperlink

If you want to remove the hyperlink from text or an image, select the text or image and press the Remove Hyperlink button (.

Preventing a URL from Becoming a Hyperlink

If you enter a URL or an email address into eWebEditPro, it automatically becomes a hyperlink. To prevent this, enter an extra space in the URL or address.

For example, instead of entering **sales@ektron.com**, enter **sales<blank>@ektron.com**.

Working with HTML


eWebEditPro creates pages for display on the World Wide Web or an intranet. These pages use HTML (hypertext markup language) to format text and images for display in a browser. You do not need to know HTML to use eWebEditPro.

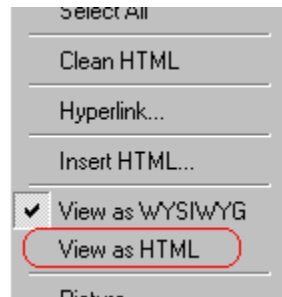
However, if you know HTML, you can view, insert or edit your web page's HTML code.

Viewing and Editing HTML


When you choose to view your page as HTML, the editor cleans the content using a method determined by your Webmaster. (For more information, see "Cleaning HTML" in the eWebEditPro Developer's Reference Guide.)

To view your page's HTML, follow these steps.

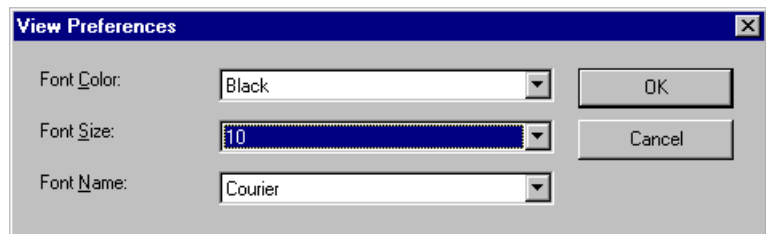
1. Click the View as HTML button () , or right click the mouse and click **View as HTML** from the menu.



2. The HTML code appears. While viewing the code, you can edit it using editor functions such as Cut, Copy, Paste and Find. To select all content, press <Ctrl>+<A>.


You can also set default values for the style, size and color in which the HTML appears. To do this, click the View Preferences button(). When you do, a dialog box appears

in which you can enter formatting information about the HTML code.



These settings will be used whenever you view as HTML.

The settings are ignored when you view the page in WYSIWYG mode and when the user views the page.

3. To return to normal view, click the **View as WYSIWYG** button () or right click the mouse and click **View WYSIWYG**.

Editing a Section of a Page

If you want to edit only a section of the HTML on your web page, follow these steps.

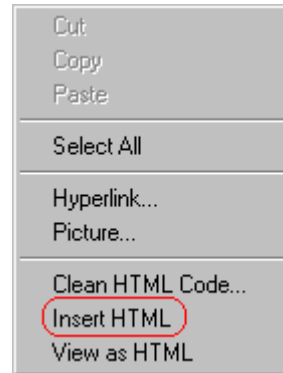
1. **Select** the portion of your web page that you want to edit.
2. Right click the mouse.
3. Click **Edit HTML** from the menu. The HTML code appears.
4. Edit the HTML code as desired.
5. Click **OK**.

Inserting HTML

If you want to insert HTML code into your web page, follow these steps.

1. Place the cursor at the spot on the page where you want to insert the HTML.
2. Right click the mouse.

3. Click **Insert HTML** from the menu.



4. The Insert HTML dialog box appears. Paste or type your HTML code.
5. Click **OK**.

Cleaning HTML

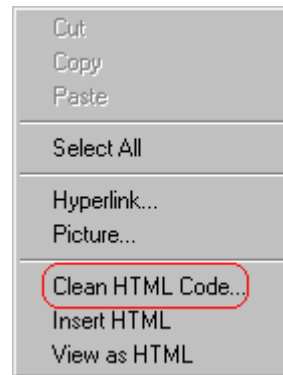
eWebEditPro lets you “clean” the HTML code for your web page. You would typically use this feature after entering HTML text or pasting HTML code into eWebEditPro from another application.

The Clean HTML option removes unnecessary HTML tags, ensures that all tags begin and end properly, and maximizes the page for efficiency. As a result, the page should be error-free and load more quickly in a browser. Also, the appearance of clean HTML is more consistent when viewed in different browsers.

To clean your HTML, follow these steps.

1. Right click the mouse.

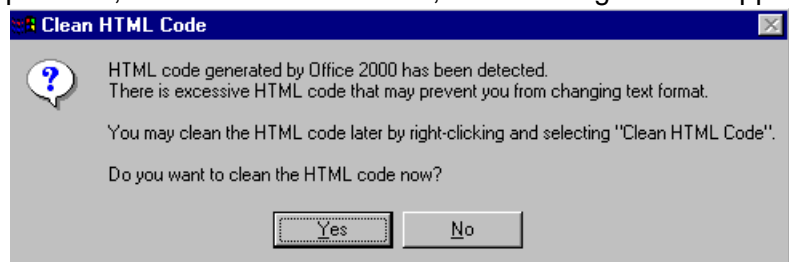
2. Click **Clean HTML code** from the menu.



3. eWebEditPro cleans your web page's HTML content.

Inserting Content from MS Office 2000

If you paste text into eWebEditPro from a Microsoft Office 2000 application, such as Microsoft Word, the following window appears.



For best results, click **Yes**.

Section 508 Compliance

This section explains how eWebEditPro complies with Section 508 of the Rehabilitation Act (a law enacted by the United States government that requires Federal agencies to make their electronic and information technology accessible to people with disabilities).

Specifically, this section explains how to use eWebEditPro without a mouse.

Moving the Cursor into eWebEditPro

Using Internet Explorer

If the eWebEditPro editor is one of several fields on a page, and your browser is Internet Explorer, move to eWebEditPro by pressing <Tab> until the cursor lands in the editor.

To move from the editor to the next field, press <Ctrl>+<Tab>.


Using Netscape

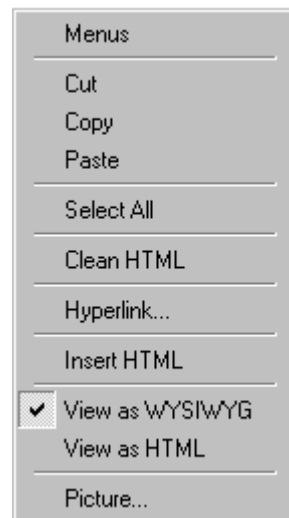
If the eWebEditPro editor is one of several fields on a page, and your browser is Netscape, your Webmaster needs to create custom toolbar buttons that let you move into and out of the editor. (This procedure is described in the eWebEditPro Developer's Reference Guide.)

Using eWebEditPro without a Mouse

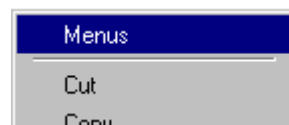
As explained in ["Customizing Your Toolbar" on page 16](#), the eWebEditPro toolbar consists of one or more toolbar menus. Menus have buttons that you click with the mouse to perform actions, such as copying text.

This section explains how to perform those actions without using the mouse.

1. With the cursor in the eWebEditPro editor, press the application key () or <Shift>+<F10>.
2. A menu appears.

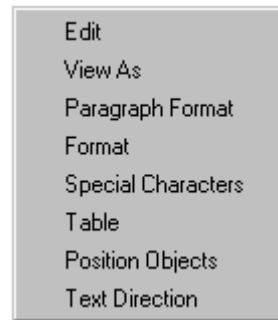


3. Press the down arrow key (↓) to select **Menu**. **Menu** becomes highlighted.

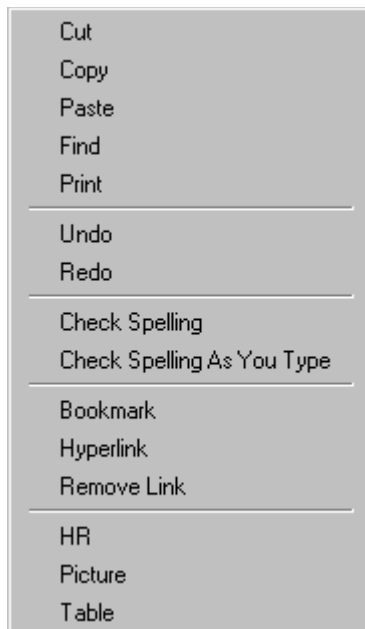


4. Press <Enter>. A new menu lists all toolbar menus available to you.

If your Webmaster has given you access to all standard toolbar menus, the menu looks like this.



5. Press the down arrow key (↓) to select the toolbar menu that has a button that you want to use.
6. A new menu appears, listing all options on the selected menu. The following menu displays what might appear if you select the Edit Menu. (Your Webmaster determines which menu options are available to you).



7. Press the down arrow key (↓) until the desired option is highlighted. Then, click the option to perform the action.

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